

VariQuest™

Design Center Software 1.1



Software User's Guide

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Chapter 1: Getting Started

Chapter Overview

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- Launching the Design Center Software (page 1-3)
- Completing the Initial Setup (page 1-3)
- Interacting with the Design Center Software (page 1-7)
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- Common Features of Design Center Software Screens (page 1-9)
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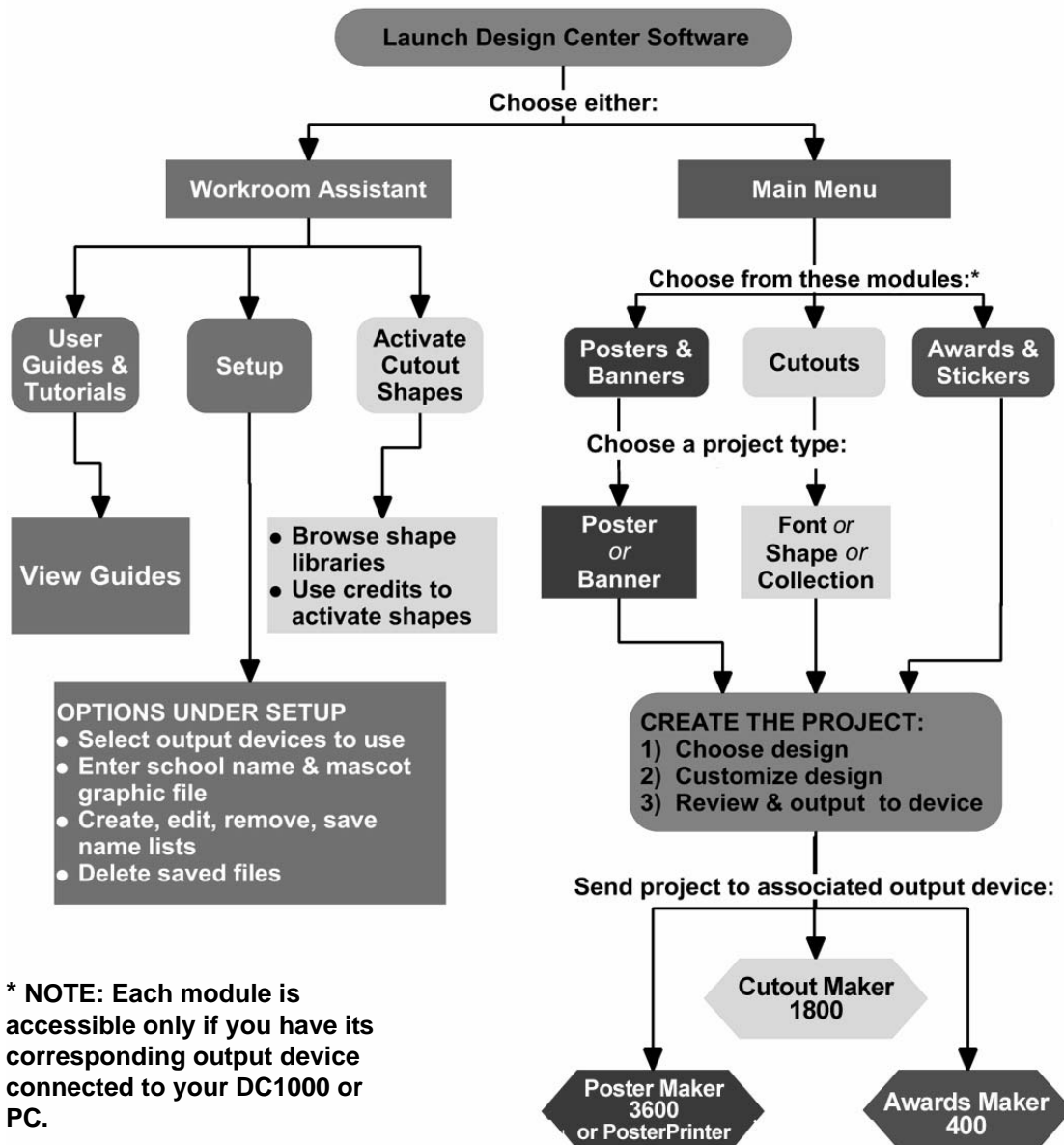
Overview of the VariQuest Design Center Software

VariQuest™ Design Center Software is one component of the VariQuest™ Visual Learning Tools product line, which supports school staff members and volunteers in creating materials that help improve student and staff performance.

The VariQuest Design Center Software lets you easily design, store, cut, and print a wide variety of educational and motivational items. Its integrated modules provide a remarkably fast and easy way to generate the following types of projects:

- **Posters and banners** from the VariQuest™ Poster Maker 3600 and PosterPrinters
- **Cutouts of letters, numbers, symbols, shapes, and collections** from the VariQuest™ Cutout Maker 1800
- **Awards, certificates, and stickers** from the VariQuest™ Awards Maker 400

Here's a high-level view of the Design Center Software:



Launching the Design Center Software

How you launch the Design Center Software depends on whether you have the dedicated DC1000, or you're using a PC.

To launch the Design Center Software:

On the DC1000:

Turn on the VariQuest™ Design Center 1000.

On a PC:

Open the **Start** menu, locate the **VariQuest Design Center Software** link on the **Programs** menu, and click the link to start it,

- OR -

Double click on the **VariQuest Design Center Software** link on the computer's desktop.



TIP: If the Design Center Software is not yet installed, refer to the *VariQuest Design Center Software PC Installation Guide*, packaged with your software CD.

Completing the Initial Setup

When the VariQuest Design Center Software is first launched (from either the DC1000 or a PC), it will automatically open to the initial setup sequence. This is a one-time procedure and will not be launched again.



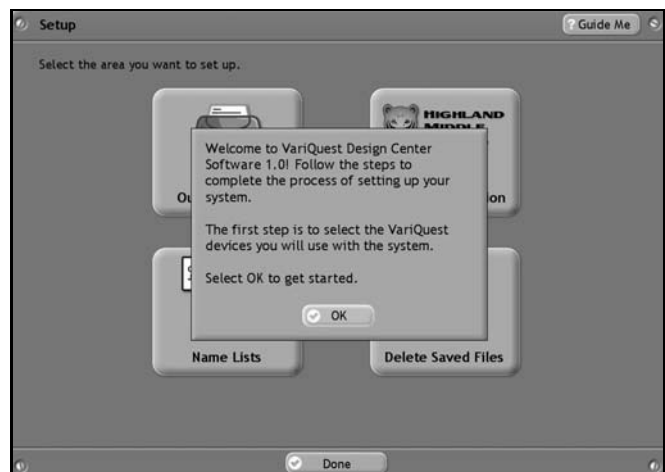
TIP: At any time, you can change the settings made during the initial setup by going to the **Workroom Assistant** and choosing the **Setup** function. (See "Chapter 2: Using the Workroom Assistant" .)

To complete the initial setup tasks:

Do this:

1. Read the welcome message and when you're ready to continue, touch or click **OK**.

On this screen:

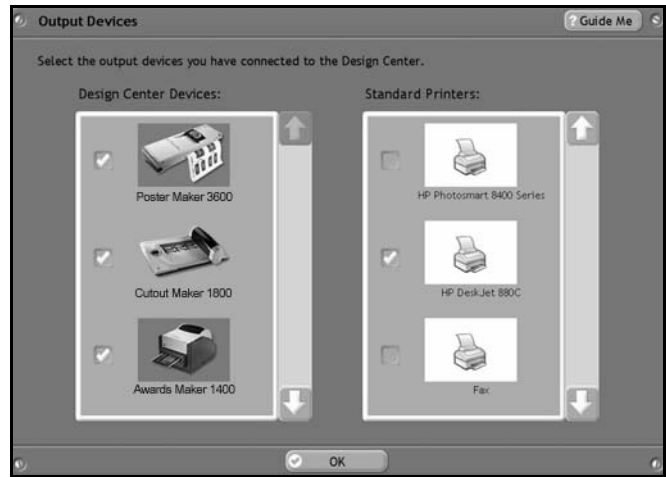


(Continued) To complete the initial setup tasks:

Do this:

2. The VariQuest output devices installed on your DC1000 or PC, as well as any standard printers, are listed on this screen.
 - Scroll through the **Design Center Devices** list on the left and touch or click each output device you will use. A checkmark will appear in the boxes next to the selected devices.
 - From the **Standard Printers** list on the right, touch or click the regular sheet-fed printer that you want to be able to print to from the Design Center Software. Any printers in this list have been previously installed on your PC or DC1000. (You are not required to select a standard printer if you choose not to.)

On this screen:



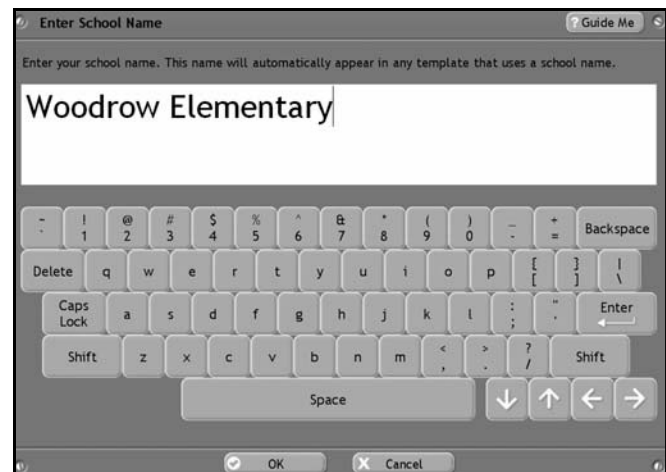
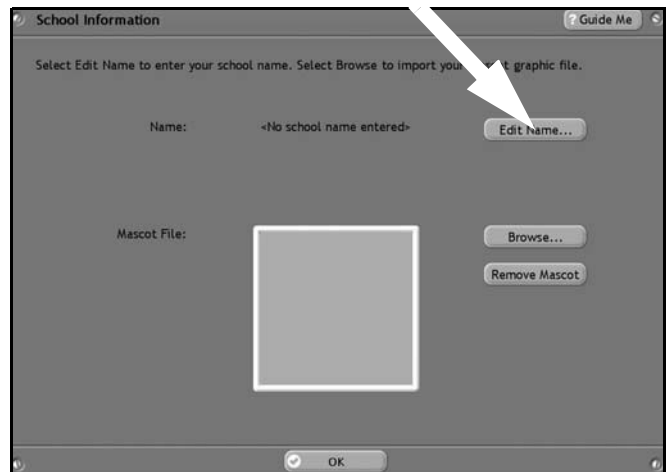
TIP: If you have a VariQuest output device (e.g., Poster Maker, PosterPrinter, Cutout Maker, Awards Maker) that is **not** shown on the **Design Center Devices** list, the driver for the device has not yet been installed. You can continue with the setup procedure now, and return to this screen later, after the device has been installed. See the **VariQuest Design Center Software PC Installation Guide** for device installation instructions.

3. When you've finished selecting devices, touch or click the **OK** button.
4. To continue with the setup process, touch or click the **OK** button on the popup message. You will be stepped through the process of entering your school name and mascot image.

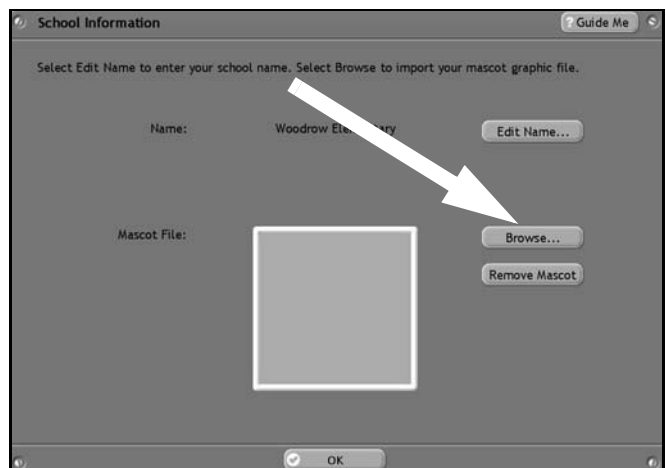


(Continued) To complete the initial setup tasks:***Do this:***

5. The School Information screen will appear, displaying the message **<No school name entered>** in the **Name** field. Touch or click the **Edit Name...** button.
6. Touch or click the Virtual Keyboard's keys to enter the name of your school.
(For more details on using the Virtual Keyboard, see **How to Use the Virtual Keyboard** on page 1-11.)
7. When you're done entering the school name, touch or click the **OK** button at the bottom of the Virtual Keyboard.

On this screen:

8. The **School Information** screen will reappear showing the name you just entered. You're now ready to add a school mascot image file.
If your mascot file is not located on your DC1000 or PC, insert the CD or USB "flash" drive that contains the image in the CD-ROM player or an available USB port.
9. Touch or click the **Browse...** button to the right of the mascot preview box.



(Continued) To complete the initial setup tasks:

Do this:

10. From the **Find Graphic** screen, navigate to the drive and folder where the graphic file is located. To do so, touch or click a letter from the **Drives** list, then touch or click the directory folders and files displayed in the center window. When you touch or click a folder, all graphic files that use any of these supported formats will be displayed:

- Bitmap (*.bmp)
- TIFF (*.tif)
- JPEG (*.jpg)
- Portable Network Graphic (*.png)



TIP: The most suitable graphics are those created at a high resolution for printing purposes (such as those used for a yearbook or letterhead). Images created for a website usually don't work well because of their lower resolution. Black-and-white or grayscale graphics yield the best results, although grayscale graphics with many gradations can produce less-desirable results.

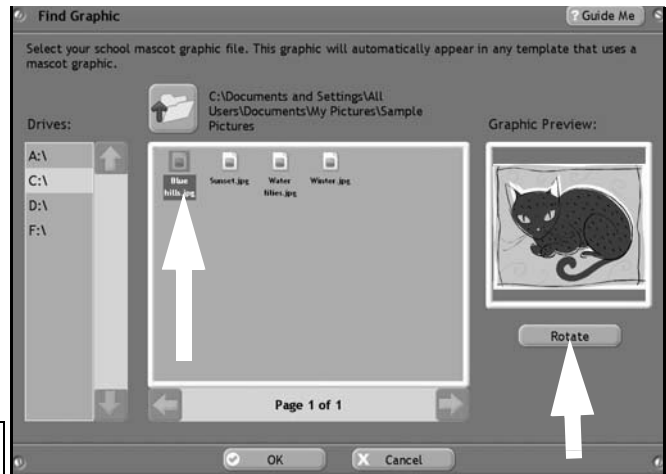
11. When the file you're looking for appears in the center window, touch or click it to display in the **Graphic Preview** box.

If the image requires it, you can touch or click the **Rotate** button to rotate the image until it is in correct position.

12. When you're done, touch or click the **OK** button at the bottom of the screen.

13. A popup message will appear when you've finished the initial setup process. Touch or click the **OK** button on the popup message to end the setup and go to the Design Center Software **Main Menu**.

On this screen:



TIP: To open a directory, touch or click its folder icon. To go **up** to the next higher directory, touch or click this icon:



(For more information on using the **Find Graphic** screen, see the procedure **To find a saved design or your own graphic:** on page 1-18.)



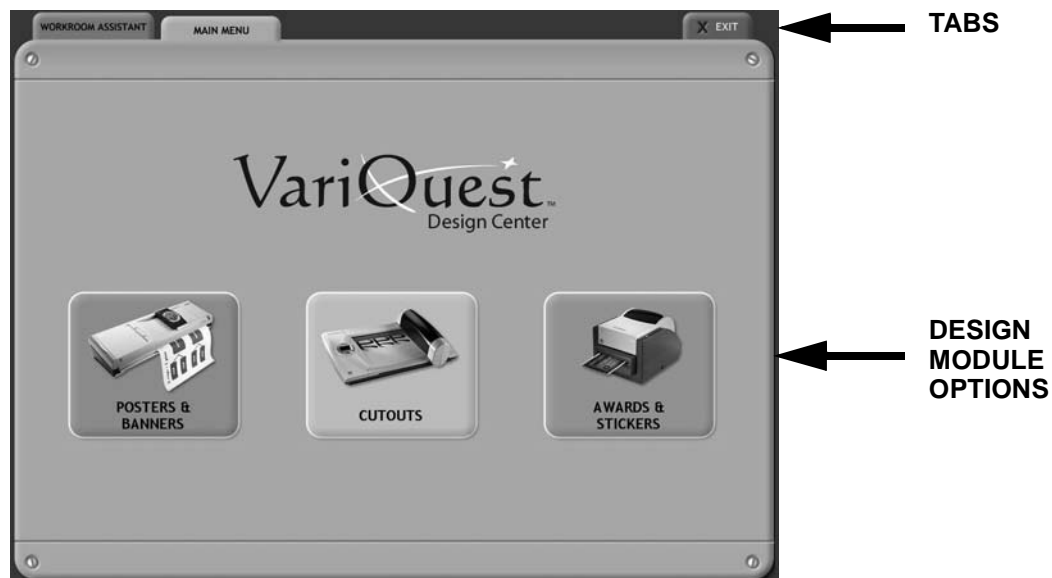
Interacting with the Design Center Software

VariQuest Design Center Software is designed for fast and easy use in a variety of situations and user preferences. It can be used on either the dedicated DC1000 or a PC. It functions the same way on either unit, except for these **key differences**:

- **When used on the DC1000**, you can “press” all buttons and make choices by simply touching the keys or graphics on the monitor. You can even enter text into the “Virtual Keyboard” by touching the keys on the screen. Alternatively, you can use an attached mouse and keyboard (sold separately) to point and click the buttons and choices.
- **When used on a PC** with the VariQuest Design Center Software installed, you can “press” the buttons and select menu choices and other options with your mouse, and can enter text into the “Virtual Keyboard” by either pointing-and-clicking on the screen graphic or by using the computer’s keyboard. (See the section **How to Use the Virtual Keyboard** on page 1-11 for more details.)

Getting to Know the Main Screen

When you launch the VariQuest Design Center Software, it opens to the **Main Menu**:



While the menu can display any of the design modules shown in the above illustration, the specific ones you’ll see depend on which VariQuest devices are connected to your DC1000 or PC, and whether they’ve been selected within the **Workroom Assistant**.

Notice that across the top are a row of different-colored tabs. When the software first launches, three tabs appear: **Workroom Assistant**, **Main Menu**, and **Exit**. When you open a module, a tab for that module will be added to the top row. These tabs make it fast and easy to move from one part of the software to another.

Workroom Assistant

The **Workroom Assistant** tab offers options for setting up and learning to use the Design Center Software. Clicking or touching this tab displays these choices:

- **User Guides & Tutorials** (*to learn more, see Overview of the Workroom Assistant on page 2-2 of this guide*)
- **Setup** (*to learn more, see Selecting Output Devices on page 2-4 of this guide*)
- **Activate Cutout Shapes** if your system includes the Cutout Maker (*to learn more, see Getting Version Information on page 2-13 of this guide*)
- **About VariQuest Design Center Software** (*to learn more, see Getting Version Information on page 2-13 of this guide*)

Main Menu

The **Main Menu** (which appears when you first launch the Design Center Software) consists of large buttons that access the different modules. Depending on which VariQuest components are installed, the **Main Menu** offers one or more of these modules:

- **Posters & Banners** (*to learn more, see “Chapter 3: Creating & Editing Posters & Banners” in this guide*)
- **Cutouts** (*to learn more, see “Chapter 4: Working with Cutouts” in this guide*)
- **Awards & Stickers** (*to learn more, see “Chapter 5: Creating & Editing Awards & Stickers” in this guide*)

You can access any of the device-specific modules shown by touching or clicking its button. You can return to the **Main Menu** at any time by touching or clicking its tab at the top.

Exit

The third tab on the main screen is the **Exit** tab. Touching or clicking this tab will display a drop-down menu with four choices:

- **Minimize Software**, which reduces the Design Center Software to an icon on your taskbar; touching or clicking once on this icon will restore the software to full-screen size.
- **Close VariQuest Software**, which lets you exit the software but leave your DC1000 or PC running.
- **Shut down PC**, which lets you exit both the software and the DC1000 or PC.
- **Cancel**, which stops the exit process and leaves the Design Center Software running.



TIP: If you are running the Design Center Software on a PC, the display may fill your entire screen, depending on your PC's display settings. As noted above, you can minimize the Design Center Software using the **Exit** tab.

However, if you want to keep the software open while accessing another application on your desktop, you can display the Windows task bar and Start menu simply by pressing the Windows key on your keyboard.

Device Tabs

Whenever you open one of the device-specific modules, its tab will be added to the row on the top. You can move among the modules, Main Menu, and Workroom Assistant by touching or clicking those tabs.



TIPS FOR NAVIGATING WITH TABS:

- When you use a tab to return to a module, you will be returned to the screen you were last working on — not to the starting screen.
- To go to the start of the module, you either have to touch or click the **Start Over** button, or **Close** the module and reopen it from the **Main Menu**.

Common Features of Design Center Software Screens

Throughout the VariQuest Design Center Software, you'll find navigational aids and buttons that function the same wherever you are in the software:



Main Screen Buttons

A: Buttons on the top of the working area (**Guide Me, Close**): Most of the screens in the Design Center Software include these two buttons on the upper right of the working area.

- **Guide Me:** Touch or click this button to see a popup window with guidance on what to do on the screen that's currently open.
- **Close:** Touch or click this button to close the current module and return to the **Main Menu**. The tab for that module will be removed from the row of tabs at the top, indicating the module is closed. This allows you to clean up your workspace when you're done with a project, and set up for a different project or the next user.



TIP: Whenever you're not sure what steps to take, touch or click the **Guide Me** button.

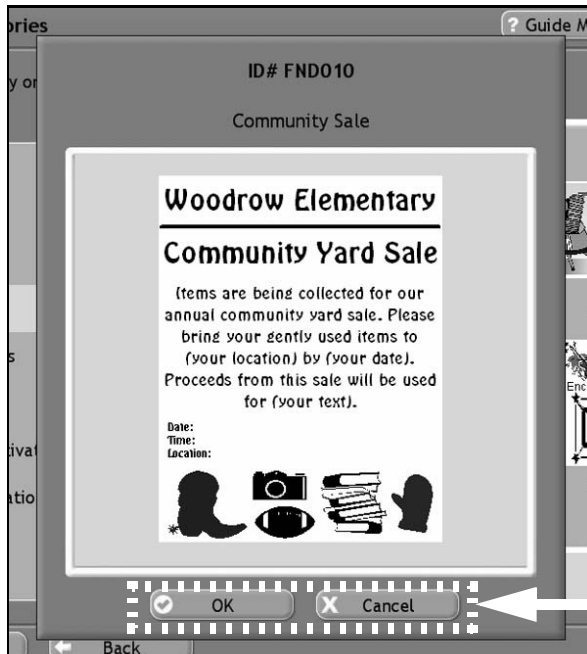
B: Buttons on the bottom of the working area (**Start Over, Back, Next, Done, Print, Prepare Cut**): Depending on the screen currently displayed, one or more of these buttons will appear along the bottom of your working area.

- **Start Over:** When you've started a project but want to discard what you've done and start over, touch or click this button. Your work will be deleted, and you'll return to the first screen of that particular module, where you can begin again.
- **Back:** Touching or clicking this button takes you back to the previous screen. It will cancel anything you've done on the current screen, but the earlier selections and modifications you made will be retained.
- **Next:** Touching or clicking this button takes you to the next screen of whatever project you are creating.
- **Done:** When you're finished with a task, touching or clicking this button closes the screen you are on and returns you to the screen from which you accessed it.
- **Print or Prepare Cut:** Depending on the module, one of these buttons appears when you've reached the preview screen for the project you're working on. Touching or clicking this button sends your project to the appropriate output device or printer.

OK & Cancel Buttons

Whenever you make a selection or modify a template in any way, you are given the chance to confirm your action or cancel it. The Design Center Software will display these two buttons to let you approve what you've done and go to the next step, or cancel it and redo it or skip the step. The **OK** and **Cancel** button appear, for example, on the bottom of the Virtual Keyboard to

let you accept or discard the text you've entered, as well as on popup windows that show previews of your choices.



- **OK:** Touch or click this button when you wish to accept your selection or edits and move to the next step. This button saves your choices and returns you to the point in the project from which you came to the screen in the first place.
- **Cancel:** Touch or click this button when you *don't* want to continue with your choice or edits on this screen. This button discards those changes and returns you to the point in the project from which you came to the screen in the first place.

Distinctive Coloring

Each of the device-specific modules and the Workroom Assistant are assigned a distinct screen color and tab. This color coding lets you easily orient yourself in the Design Center Software.

How to Use the Virtual Keyboard

Every time you need to enter or change text, a “Virtual Keyboard” appears. As the following example shows, the Virtual Keyboard is a graphic representation of a keyboard and text-entry box. The Virtual Keyboard will appear when you:

- Choose the **Search by Keyword** option anywhere in the Design Center Software.
- Create or edit **name lists** in the **Workroom Assistant** or one of the modules.
- Enter or change the **text** on a design project in any of the modules.
- Add or change your **school name** in the **Workroom Assistant**.
- Save a design or template under a **new name**.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the white text-entry box. Your options for entering text include:

- If you are working on the DC1000, touch the keys on the screen, just as you would type them on a keyboard.

- OR -

- Use an attached mouse to point to and click the keys in the Virtual Keyboard

- OR -

- Type on an attached keyboard.

Function Keys

Just as on a typical keyboard, on the Virtual Keyboard you can:

- **Type an upper-case letter** by touching or clicking the **Shift** key and then the character key. Note that when you press the **Shift** key, the characters on the screen turn from lower-case to upper-case in appearance. You do not need to “hold down” the **Shift** key; as soon as you press another key, the characters return to lower case.
- **Switch to all-caps** by touching or clicking the **Caps Lock** key. The keys on the screen appear in all upper case and will produce all-caps until you touch or click the **Caps Lock** key again to return to lower-case.
- **Type the keyboard symbols above the number keys** by touching or clicking the **Shift** or **Caps Lock** key and then the symbol key(s).

- **Move the cursor in the text box** by touching or clicking ← and → (left and right arrow) keys. When the text consists of more than one line, you can also move between lines by touching or clicking ↑ and ↓ (up and down arrow keys).
- **Erase the character to the *right* of the text cursor** by touching or clicking the **Delete** key.
- **Erase the character to the *left* of the text cursor** by touching or clicking the **Backspace** key.



TIP: The **Enter** key on the Virtual Keyboard functions differently depending on why you're using the keyboard:

- If you're doing a **keyword search**, the **Enter** key will start the search based on whatever text is in the text box (as will the **Next** button at the bottom of the screen).
- If you're entering text for **projects or name lists**, the **Enter** key will insert a line break in the text box.

Replacing Text

When you are entering new text, the Virtual Keyboard will open with a blank text box. When you are changing existing text, the keyboard will open with the current text highlighted, as the following illustration shows.



To replace all of the highlighted text, touch or click the backspace key or just start entering the new text; the highlighted text will disappear.

To edit only part of the text: Touch or click the left/right arrow keys to move the cursor to where you want to make a change, or, touch or click the screen where you want to make a change, and begin your edits.

Spell Checker

The Virtual Keyboard also provides a spell-check function that highlights any words in the text box that are not part of the dictionary shipped with the software.

Misspelled words are highlighted *after* you add a space or a punctuation mark. The spell-checker doesn't suggest words, nor can you add words to or remove them from the dictionary. The spell-checker does, however, alert you to words that might be misspelled so you can correct them right away.

How to Find Files in the Design Center Software

One of the great benefits of the VariQuest Design Center Software is its stock of templates, designs, shapes, and graphics already built into the system. These design and graphic files offer a huge variety of options so you should never have to design a project from scratch.

In addition, you can customize a template or design and save it under a name you give it, and you can select from your own graphic files for projects.

Because of this wealth of resources, it's essential to have a way of easily finding the right template, design, or graphic. VariQuest Design Center Software incorporates a powerful, multi-pronged approach to searching and finding just the right items for your projects.

You'll use this fast search tool at various points in the Design Center Software:

- In every module, one of the first steps of a project is to find a template, shape, or collection to use.
- In the **Posters & Banners** and **Awards & Stickers** modules, you will also use this tool to find graphics.

All of the modules use the same types of screens and functions for locating these items. This section explains how to use these functions.

Keyword Searching, Browsing, & 'My Saved' Projects

Whenever you need to find a template, shape, collection, or graphic, a special **Find** screen will open with options for finding it. As the following screen example shows, when you start a project, your options are to: search by keyword, browse through categories, or look through your own saved project files (if you have any).

- **Search by Keyword:** Use this option when you want to locate a VariQuest template or file using either:
 - The Design Center Software ID, listed with each template, shape, and collection in the *VariQuest™ Content Guide*
 - A content keyword, such as “sports” or “numbers”
- **Browse Categories:** All the VariQuest templates, shapes, collections, and graphics are grouped into categories such as “animals” or “weather.” In addition, the **Cutouts** module categories are further divided into subcategories. The browse option takes you to a list of those categories, where you can



then browse through all the categories, subcategories (if available), and items in each category or subcategory.

- **My Saved Posters or My Saved Banners or My Saved Stickers:** Whenever you customize a VariQuest template, you can save it under a different name for future use. Later, you can find the templates you've saved through the **My Saved**____ option on the **Find** screen.

Although the items you'll look for and the wording on the buttons is different for each searching situation, all **Find** screens in the Design Center Software do work the same way.

Search by Keyword

Each VariQuest template, shape, and collection is assigned an ID, name, and several descriptive words, all of which are checked in a keyword search.

To search by keyword:

Do this:

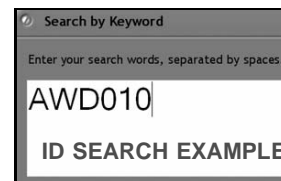
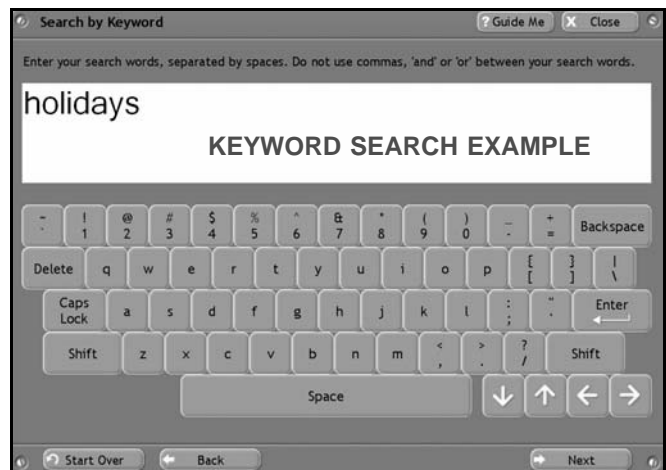
1. The **Search by Keyword** screen will appear with the Virtual Keyboard. Enter the ID or keywords by which you want to search.



TIP: Use *only letters or numbers* for searching; do *not* use symbols. For a search by ID, you can use *only one ID*. For other types of keyword searches, you can enter more than one keyword, with each word separated by a space.

2. Touch or click the Virtual Keyboard's **Enter** key or the **Next** button at the bottom of the screen to begin the search for the file.

On this screen:



(Continued) To search by keyword:

Do this:

3. The **Search Results** screen will display one or more thumbnail pictures of the designs or graphics matching your keyword (just one thumbnail, if you searched by ID). Touch or click the thumbnail to select the one you want.



TIP: If the screen displays a blank thumbnail panel with the words **No Results Found**, or if your desired template doesn't appear, touch or click **Back** to return to the Virtual Keyboard. Check that you entered the ID correctly. If the ID is correct, but the template doesn't appear, touch or click the **Start Over** button and try locating it using **Browse Categories**.

4. The thumbnail you select will appear enlarged in a pop-up window, with its ID and descriptive name.
 - If you want to use it, touch or click the **OK** button.
 - If not, touch or click **Cancel** to return to the full display, and look through the remaining thumbnails.

On this screen:



Browse Categories

When you have a general idea of the type of template or graphic you're looking for, but don't know the ID, or if you want to pick from a variety of choices, **Browse Categories** is a good way to choose the right one for your project. This option lets you look at as many or as few items as you wish in any or all categories.

To browse by category:

Do this:

- When you touch or click the **Browse Categories** button on the **Find** screen, the **Browse Categories** screen will appear, showing a list of categories on the left, and on the right, thumbnails of each design or graphic in that category.
 - To see the first page of items in a category, touch or click the category name in the **Categories** list. The first page of thumbnails will appear.
 - To see additional items in that category, touch or click the left and right scroll arrows below the display of thumbnails.
 - To see more categories, touch or click the up and down scroll arrows on the **Categories** list.
 - To see a larger preview of a thumbnail, touch or click the thumbnail.

On this screen:



My Saved Files/My Own Graphics

This search option uses slightly different labels, depending on which module you're working in and whether you're looking for a design you've customized or a graphic of your own. However, the basic function of this option is the same for all.

Customized Designs You've Saved: Whenever you modify a template within the Design Center Software, you'll be prompted to save it. If you choose to save it, the software will save it as you've modified it in a separate location. Then, whenever you choose this option on the **Find** screen — **My Saved Posters**, **My Saved Banners**, or **My Saved Stickers** — the software will display thumbnails of those customized templates.

Your Graphics: The Design Center Software comes with a large number of graphics, but each organization has its own additional graphics — such as the school mascot — that are also used in creating design projects. When you're on the **Change Graphics** screen, the third “find” option will be **Find My Own Graphic**.



TIP: When you know you want to re-use or output additional copies of a design you've customized, it's a good idea to save it under a new name. The Design Center Software will save it in a separate location, where it can be quickly accessed using the “**My Saved** ____” option.

To find a saved design or your own graphic:

Do this:

1. Touch or click the third option on the find screen, as these examples show:
2. **For saved design templates**, all your saved files from that module will appear as thumbnail previews. The name you used when you saved it appears under the thumbnail. To use one of the designs, simply touch or click its thumbnail.

If you do not want to use any of these, touch or click **Start Over** or **Back**.
3. **For your graphics**, a screen appears that lets you browse through all files on your system to find the graphic you want.

On this screen you can:

- **View** all folders on one of the **Drives** by touching or clicking the drive's name in the left-hand column.
 - **Browse** through the folders of the selected drive by touching or clicking a folder in the middle window to open it. To go up a directory level, touch or click the folder icon above the preview pane.
 - **Preview** a graphic by touching or clicking its file. The preview will appear to the right.
 - **Rotate** a previewed graphic by touching or clicking the **Rotate** button.
 - **Select** the previewed graphic by touching or clicking the **OK** button.
4. Once you've selected your saved graphic or design, you will be taken to the next screen of whichever design module you are using.

On this screen:



Chapter 2: Using the Workroom Assistant

Chapter Overview

- Overview of the Workroom Assistant (page 2-2)
- Accessing User Guides & Tutorials (page 2-2)
- Selecting Output Devices (page 2-4)
- Entering School Information (page 2-5)
- Creating & Managing Name Lists (page 2-8)
- Deleting Saved Files (page 2-11)
- Activating Cutout Shapes (page 2-12)
- Getting Version Information (page 2-13)

Overview of the Workroom Assistant

The **Workroom Assistant** is like the behind-the-scenes helper who provides support and organizes the tools and supplies. Functions and settings that apply to all device-specific modules, as well as information about using and adding to the features of the VariQuest™ Design Center Software are all included in the **Workroom Assistant** component.

You can access the **Workroom Assistant** from anywhere within the Design Center Software — simply by touching or clicking the **Workroom Assistant** tab at the top of the screen to display its menu.

From the **Workroom Assistant** menu, you can:

- Access all of the user guides and information about the VariQuest™ Visual Learning Tools, including the output devices, as well as the software.
- Select printers and other output devices to use with the software.
- Enter your school name and assign a mascot graphic file that will appear automatically in projects that use those items.
- Create and edit name lists for use with projects.
- Delete files you've saved but no longer want.
- Activate shapes to use with the VariQuest™ Cutout Maker 1800.
- View the Design Center Software version information.

Accessing User Guides & Tutorials

The Design Center Software comes with a printable version of this user guide, as well as all user guides for the VariQuest™ Visual Learning Tools. Additional product information that is available can also be viewed using this feature.

To view and/or print user guides and other information:

Do this:

1. With the Design Center Software open, touch or click the **Workroom Assistant** tab.

On this screen:

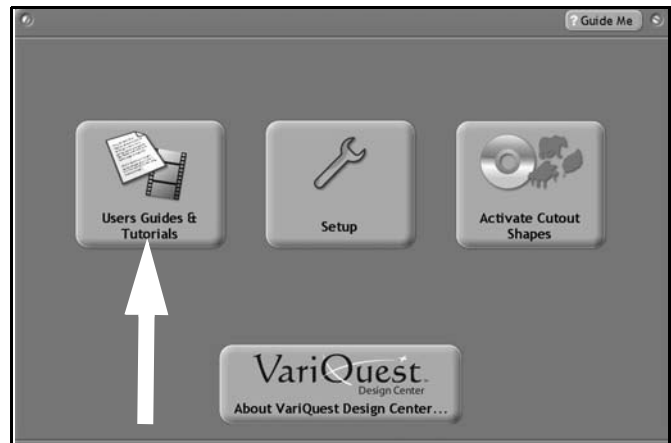


(Continued) To view and/or print user guides and other information:

Do this:

2. Touch or click the **User Guides & Tutorials** button.

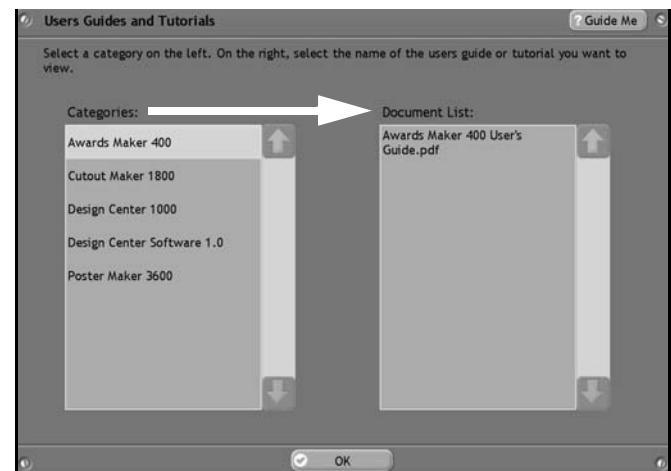
On this screen:



3. In the **Categories** list, touch or click the name of the component for which you want information.
4. When the **Document List** displays the documents available for that category, touch or click the document you want to view.
5. The document will open in a separate window as an Adobe Acrobat (.PDF) file. You can print the document using the Acrobat Reader's print function and a printer set up on your system.

*(If you do not have Acrobat Reader installed on your PC, the document won't open. You can install Acrobat Reader for free by running the installation program on the VariQuest Design Center Software 1.0 CD and choosing **Adobe Acrobat Reader** under **Accessories**.)*

6. When you are done viewing the document, just close its window. You will be returned to the **User Guides and Tutorials** screen, where you can select another document to view.
7. When you're done with the **User Guides and Tutorials** screen, touch or click **OK** to return to the **Workroom Assistant** menu.



Selecting Output Devices

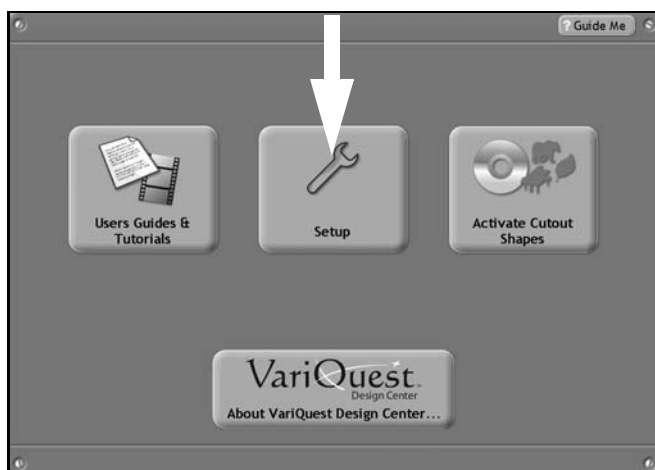
The VariQuest output devices that use your Design Center Software are typically installed during the initial installation process. If you add a VariQuest device at a later date, or if you or want to select a different sheet-fed printer connected to your DC1000 or PC, you will use the **Output Devices** function in **Workroom Assistant** to add them.

To view and select available output devices:

Do this:

1. With the Design Center Software open, touch or click the **Workroom Assistant** tab.
2. On the **Workroom Assistant** main screen, touch or click the **Setup** button.

On this screen:



3. On the **Setup** screen, touch or click the **Output Devices** button.



(Continued) To view and select available output devices:

Do this:

4. Scroll through the **Design Center Devices** list on the left and touch or click the output device(s) you want to select.

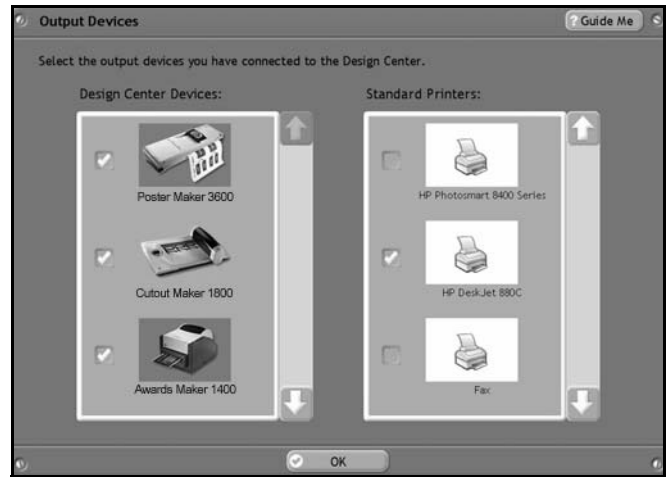
From the **Standard Printers** list, you can also select a regular sheet-fed printer; only one printer can be selected at a time.



TIP: If you have a VariQuest device (Poster Maker, Cutout Maker, Awards Maker, PosterPrinter) that does not appear on the **Design Center Devices** list, the driver for the device has not yet been installed. Install the driver, and then return to the **Output Devices** screen to select it. (For details on installing drivers, see the **VariQuest Design Center Software PC Installation Guide**.)

5. When you're finished, touch or click the **OK** button.

On this screen:



Entering School Information

The VariQuest Design Center Software stores your school name and a graphic of your school mascot and inserts this information in applicable **Posters & Banners** and **Awards & Stickers** templates. You can enter or change the school information, or change the mascot graphic at any time from the **Workroom Assistant**.

To enter or change your school name and/or mascot graphic:

Do this:

1. Access the **Workroom Assistant**, and then touch or click the **Setup** button.

On this screen:



(Continued) To enter or change your school name and/or mascot graphic:

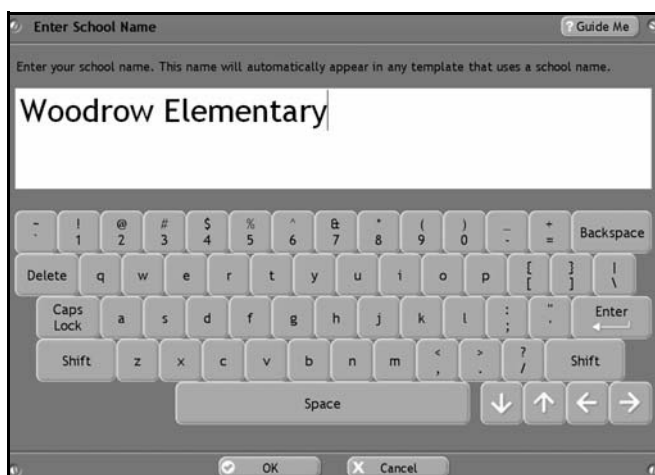
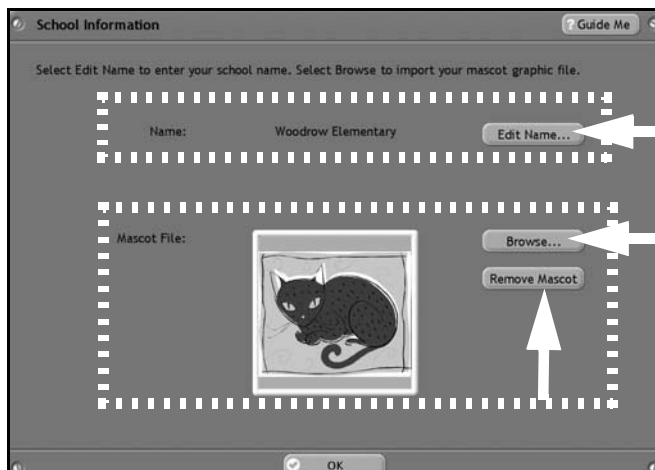
Do this:

2. From the **Setup** screen, touch or click the **School Information** button.

On this screen:



3. Depending on what you wish to do, touch or click:
 - The **Edit Name...** button to change the name shown in the **Name** field. Then continue to the next step of this procedure.
 - The **Browse...** button to change the graphic shown in the **Mascot File** box. Then continue to Step 6 of this procedure.
 - The **Remove Graphic** button to delete the mascot file entirely. The graphic will be removed as your school mascot file in the Design Center Software; it will *not* be deleted from your system.
4. Use the Virtual Keyboard to enter or edit your school name. (See **How to Use the Virtual Keyboard** on page 1-11 for details.)
5. When you're done, touch or click the **OK** button to close the Virtual Keyboard and redisplay the **School Information** screen, which will show the new name.



(Continued) To enter or change your school name and/or mascot graphic:**Do this:**

6. To select a new mascot file, make sure the graphic file you intend to use is on your DC1000 or PC hard drive, or that it is on a CD you've inserted into the CD-ROM player or a USB "flash" drive you've attached to a USB port. Then touch or click the **Browse** button on the **School Information** screen.
7. On the **Find Graphic** screen, touch or click the drive and folder(s) containing the graphic you want to use.

(If the file is in a subdirectory, you can click the folder at each level until the folder with the graphic file opens.)

Supported graphic file formats are:

- Bitmap (*.bmp)
- TIFF (*.tif)
- JPEG (*.jpg)
- Portable Network Graphic (*.png)



TIP: The most suitable graphics are those created at a high resolution for printing purposes (such as those used for a yearbook or letterhead). Images created for a website usually don't work well because of their lower resolution. Black-and-white or grayscale graphics yield the best results, although grayscale graphics with many gradations can produce less-desirable results.

8. When the folder with the graphic opens, touch or click the file icon. The graphic will display in the **Graphic Preview** box on the right. If it is not correctly oriented, you can touch or click the **Rotate** button to rotate it.
9. When you're done, touch or click the **OK** button to return to the **School Information** screen, where the new mascot graphic will be displayed.

On this screen:

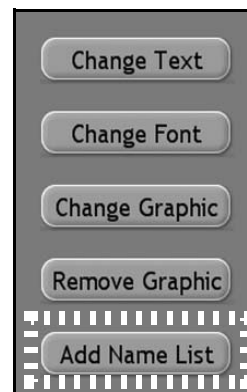
Creating & Managing Name Lists

(Cutouts and Awards & Stickers modules only)

One of the great time-savers in the VariQuest Design Center Software is the ability to enter, store, and quickly add lists, such as student names, that you can “merge” with a template or shape to produce copies with a different name on each copy.

Whenever you see a name list button included on an **Edit** screen’s options, like the example here, you can use this function to generate personalized versions of a design.

Using the **Name Lists** function in the **Workroom Assistant** is the primary way to add, edit, and delete name lists in your system. However, you can also add and edit name lists within the output-device module as you create a project — simply by clicking the **Add Name List** button on the **Edit** screen.



To create a new name list:

Do this:

1. Access the **Workroom Assistant**, and then touch or click the **Setup** button.
2. Touch or click the **Name Lists** button.

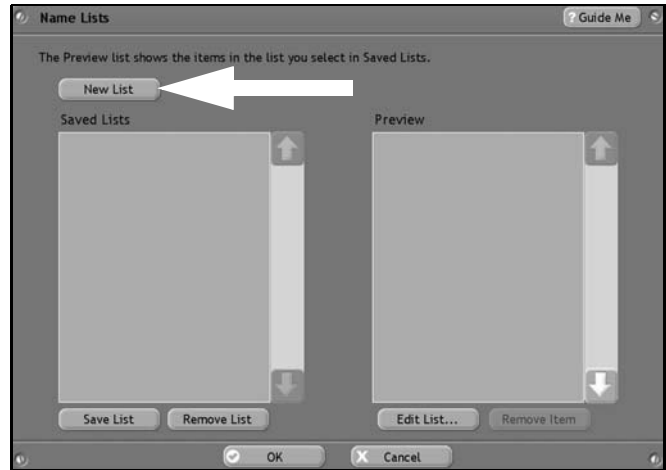
On this screen:



(Continued) To create a new name list:**Do this:**

- When the **Name Lists** screen appears, touch or click the **New List** button above the **Saved Lists** window.

This will open a Virtual Keyboard screen, where you can begin to enter the names on the list you want to create.

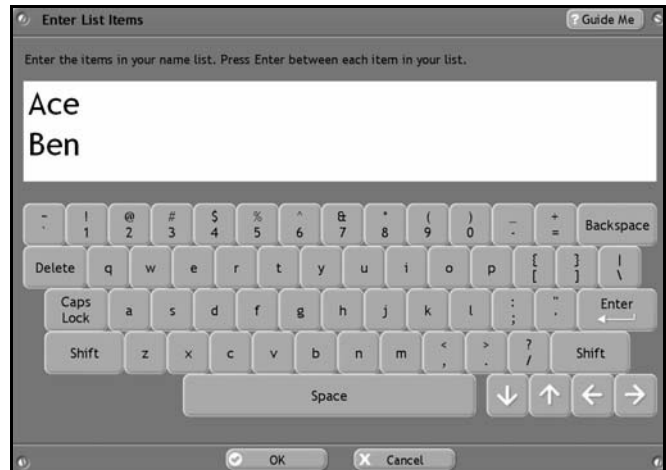
On this screen:

- To add names to your list, touch or click the Virtual Keyboard's keys to enter the names.

After each name, touch or click the **Enter** key.

When you're done entering names, touch or click the **OK** button.

(See **How to Use the Virtual Keyboard** on page 1-11 for more information.)



- When you return to the **Name Lists** screen from the Virtual Keyboard, your new list will be added to the **Saved Lists** file, but will be shown under the name **<UNSAVED LIST>**. All the names you entered will appear in the **Preview** list.

To save the list, touch or click the **Save List** button, which will open the Virtual Keyboard again.



(Continued) To create a new name list:

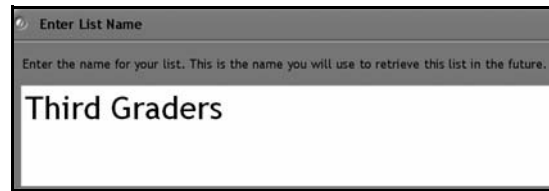
Do this:

6. On the Virtual Keyboard, the term **<UNSAVED LIST>** will appear in the text entry box and will be highlighted. To give the list your own name, begin touching or clicking the keys on the screen. The characters you enter will replace the highlighted term.

When done, touch or click the **OK** button on the keyboard screen. This saves the list in your system.

7. You'll be returned to the **Name Lists** screen, where your saved list will appear under the name you gave it on the **Saved Lists** window.

On this screen:



To view, edit, and delete name lists:

Do this:

1. Access the **Workroom Assistant**, and then touch or click the **Setup** button.
2. Touch or click the **Name Lists** button.

On this screen:



(Continued) To view, edit, and delete name lists:

Do this:

- On the **Name Lists** screen, the **Saved Lists** box shows the names of all saved lists. The **Preview** box shows the names in whichever list is highlighted. You can use any of these buttons to edit lists and/or the names in them:

Save List To save a name list under a different name, highlight the list, then touch or click this button. When the Virtual Keyboard appears, enter the new name and touch or click the **OK** button.

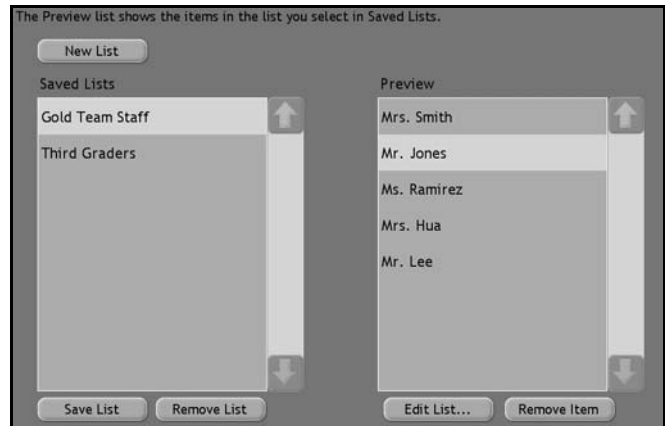
Remove List To delete an entire name list, highlight the list, then touch or click this button.

Edit List... To add or edit names on a list, highlight the list, then touch or click this button. When the Virtual Keyboard appears, add, change, or delete whatever names you want, then touch or click the **OK** button to return to this screen.

Remove Item To delete a name from a list, highlight the name list, then highlight the name to delete and touch or click this button.

- When you are done, touch or click the **OK** button at the bottom of the screen to return to the **Setup** menu.

On this screen:



TIP: Be sure to **highlight** the correct list and/or name you intend to edit. The highlighted item appears with a lighter background. You can highlight a list or name by touching or clicking it.

Deleting Saved Files

After using the VariQuest Design Center Software for some time, you can end up with a wealth of customized template files that you've saved. Whenever you modify a template, the Design Center Software prompts you to save the file. To get rid of saved files you no longer want, the **Workroom Assistant** provides you with an easy way to "clean house."

To delete saved files:

Do this:

1. Access the **Workroom Assistant**, and then touch or click the **Setup** button.
2. Touch or click the **Delete Saved Files** button on the **Setup** menu.

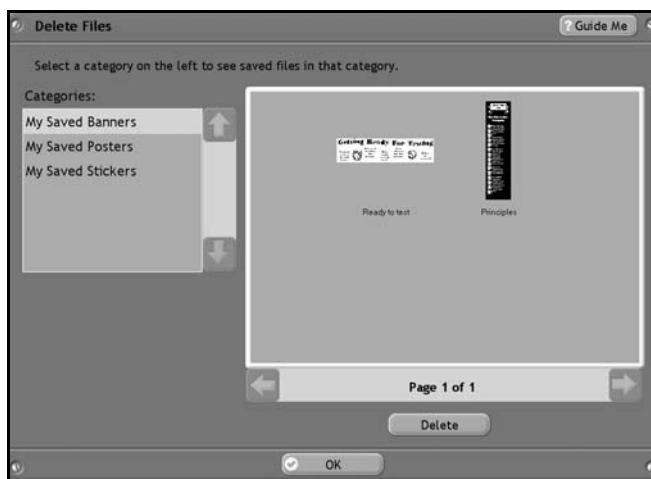
On this screen:



3. The **Delete Files** screen will appear with a list of **Categories** of files on the left and a thumbnail preview window on the right. Your files are categorized by module — e.g., **My Saved Banners**, **My Saved Posters**, **My Saved Stickers**.

When you touch or click a category, all your saved files in that category will appear as thumbnails in the preview window.

4. You can delete one or multiple files in a single category at once. Touch or click each file you want to delete. Scroll to additional pages (if you have more than one page of files) to select more files.
5. With the file(s) to delete highlighted, touch or click the **Delete** button.
6. A confirmation message will appear. Touch or click **Yes** to delete the file(s), or **No** to keep the file(s).
7. When you're done deleting files, touch or click the **OK** button to return to the **Setup** screen.



Activating Cutout Shapes

If you have the VariQuest™ Cutout Maker 1800 connected to your DC1000 or PC, the **Workroom Assistant** also includes the menu item **Activate Cutout Shapes**.

Cutout shapes can be activated either from within the **Cutouts** module or in the **Workroom Assistant**. Typically, an individual creating a project may activate a particular shape needed from within the **Cutouts** module, while the person who is overall supervisor of your suite of VariQuest™ Visual Learning Tools will use the **Workroom Assistant** to activate a number of shapes at once.

*For detailed steps on how to activate cutout shapes, refer to **Activating Cutout Shapes** on page 4-25 in the *Cutouts* chapter.*

Getting Version Information

The Workroom Assistant is also where you'll find information about the version number and licensing for your copy of the VariQuest Design Center Software.

To get version & licensing information about your software:

Do this:

1. Access the **Workroom Assistant**, and then touch or click the **About VariQuest Design Center...** button.
2. A pop-up window will appear with version and copyright information, and a scrollable box containing the licensing information.

When you're done, touch or click the **OK** button to close the window.

On this screen:



Chapter 3: Creating & Editing Posters & Banners

Chapter Overview:

- Overview of the Posters & Banners Module (page 3-2)
- Finding a Poster or Banner Template (page 3-2)
- Customizing a Poster or Banner Template (page 3-8)
- Printing a Poster or Banner (page 3-13)
 - On a Poster Maker 3600
 - On a PosterPrinter 3000
 - On a regular sheet-fed printer

Overview of the Posters & Banners Module

The **Posters & Banners** module gives you the tools to quickly create an unlimited variety of posters and banners for any purpose. With the addition of the VariQuest™ Poster Maker 3600 (or ProImage PosterPrinter 3000), the VariQuest™ Design Center Software offers an easy way to print your posters and banners, in a range of sizes and colors, ready for immediate display.

The general process for creating posters or banners involves the following basic steps, each of which is explained in detail in the remainder of this chapter.

1. After choosing the **Posters & Banners** module from the Design Center Software Main Menu, select the output type you want: **Posters** or **Banners**.
2. Next, use the search or browse function to locate the design template you wish to use. (*Refer to **How to Find Files in the Design Center Software** on page 1-14 for details on these functions.*)
3. With a template as your basis, modify it as you wish:
 - Change the content of editable text.
 - Change the font, size, and style of editable text.
 - Choose different graphics, or remove graphics, on templates with replaceable graphics.
4. Print the poster or banner.

Finding a Poster or Banner Template

Whether you want to create a new poster or banner, or want to print more of an existing project, your first step after launching the **Posters & Banners** module is to locate the template you want to use.

There are several ways to find a template file:

- Search for a specific template using the template ID (found in the *VariQuest™ Content Guide*). (*See **Search by Keyword** on page 1-15 of this guide, the *VariQuest Design Center Software User Guide*.*)
- Search for a template by keyword. (*See **Search by Keyword** on page 1-15.*)
- Browse categories and individual templates. (*See **Browse Categories** on page 1-16.*)
- Select a template previously saved. (*See **My Saved Files/My Own Graphics** on page 1-17.*)

In addition, the **Posters** output type also gives you the option of finding a non-Design Center Software file that you can print with the Poster Maker.

With the **Find My Own File** option, you can open files of any of the following file formats if their software is already installed on your DC1000 or PC:

- PDF (.pdf)
- Microsoft Word (.doc)
- Microsoft Excel (.xls)
- Microsoft Power Point (.ppt)



TIP: The DC1000 is pre-installed with Adobe Reader so you can open and print PDF files. If you're using a PC and you cannot open a PDF file, try installing the most recent version of Adobe Reader. You can install Acrobat Reader for free by running the installation program on the VariQuest Design Center Software 1.0 CD and choosing **Adobe Acrobat Reader** under **Accessories**. The Microsoft Office applications may be installed on a PC, but are not likely to be installed on the DC1000.

To find a poster or banner template:

Do this:

1. From the **Main Menu** screen, touch or click the **Posters & Banners** button.

On this screen:



2. When the **Output Type** screen appears, touch or click the button for the project type you're working on — either **Posters** or **Banners**.



TIP: Whether you're creating a banner or a poster, the procedure for finding a template works the same way. So follow these steps for either output type.



(Continued) To find a poster or banner template:

Do this:

3. Choose how to locate the template you want by touching or clicking one of these buttons:
 - **Search by Keyword** to locate the template using its ID or name from the *VariQuest™ Content Guide*, or to search by topics — for example, “math” or “reading.”
 - OR-**
 - **Browse Categories** to browse through all templates by category.
 - OR-**
 - **My Saved Posters** (or **My Saved Banners**) to locate a customized template that’s been previously saved.

On this screen:



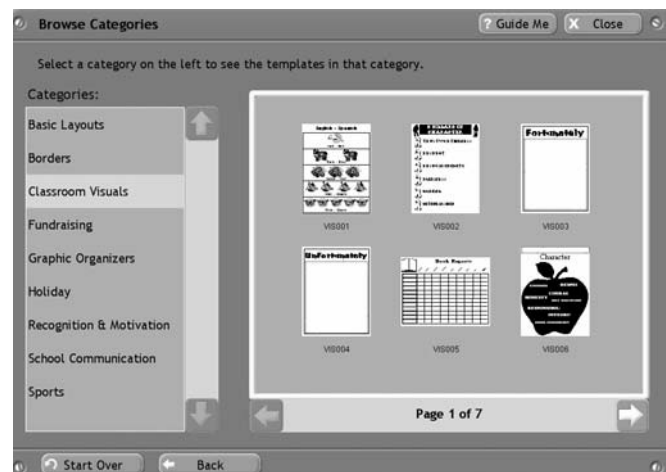
For more detailed steps on using any of these find methods, see **How to Find Files in the Design Center Software** on page 1-14.

4. When your search finishes, or if you’ve chosen one of the other options, the results will appear in a window similar to the one shown on the right, with thumbnail pictures of the results. To see a larger preview of a template, touch or click its thumbnail.

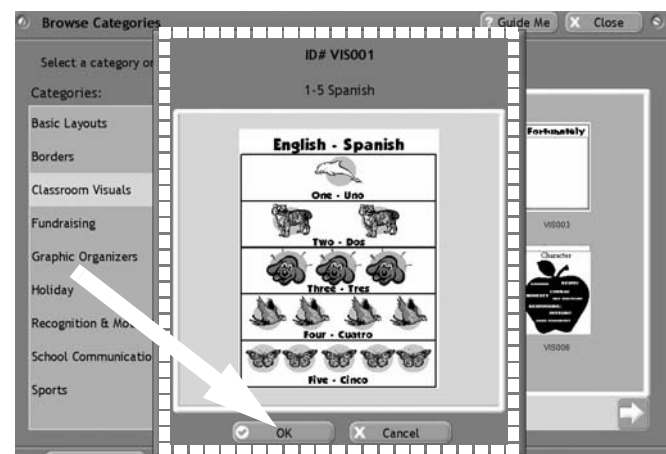
If the search produces multiple pages of templates, touch or click the left/right arrows to move among pages.



TIP: If the screen displays a blank thumbnail panel with the words **No Results Found**, touch or click **Back** or **Start Over** to try another method.



5. With your chosen template displayed in a zoomed-in preview on a pop-up window, select it by touching or clicking the **OK** button beneath the preview.



(Continued) To find a poster or banner template:

At this point, you can:

- Modify the template by changing:
 - The content, font, size, or style of editable text items
 - Replaceable graphics

(For details, see **Customizing a Poster or Banner Template** on page 3-8.)

-OR-

- If you're ready to print the project, touch or click **Next** to go to the **Print Preview** screen. (See **Printing a Poster or Banner** on page 3-13.)

To use the 'Find My Own File' option:***Do this:***

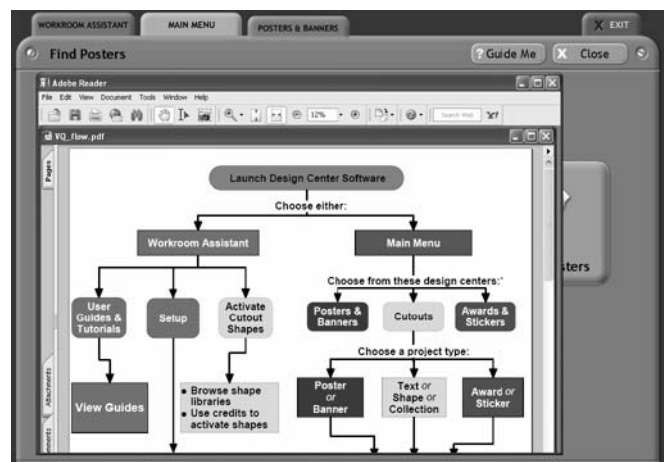
1. Touch or click the **Find My Own File** button.
2. A window will open that allows you to browse through your available drives and directories for files. Navigate to the file you want by touching or clicking the drive, folders, and file shown.

Only files of one of the four supported formats (PDF, Word, Excel, or PowerPoint files) will appear in the window, and you can only open them if the corresponding application is installed on your DC1000 or PC.

(A message appears if the corresponding application is not installed.)

3. When the file you want to open appears on your screen, touch or click it.

The file will open in its own application, in a separate window.

On this screen:

Example: A PDF file is opened in Adobe Reader

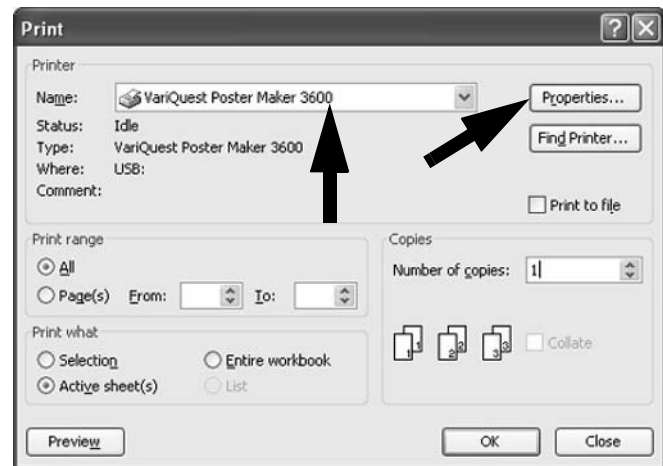
4. To send the file to the Poster Maker, access the **Print** command in the other application.

(Continued) To use the 'Find My Own File' option:

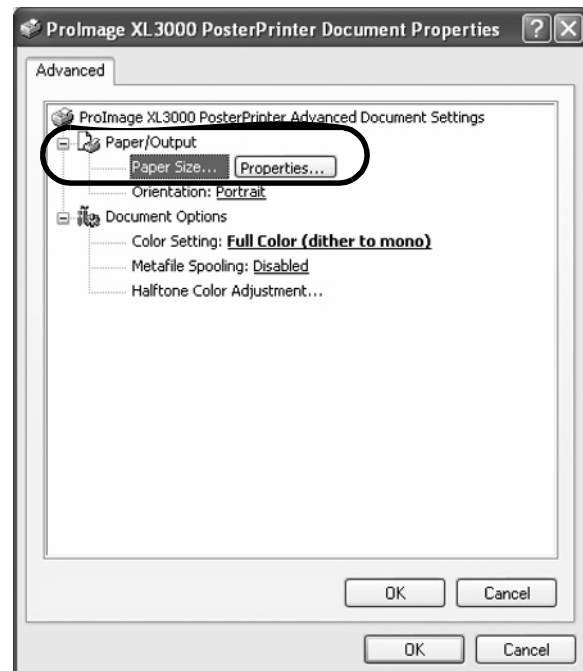
Do this:

5. On the application's **Print** screen, select the Poster Maker as the printer, then select the **Properties** button.

On this screen:

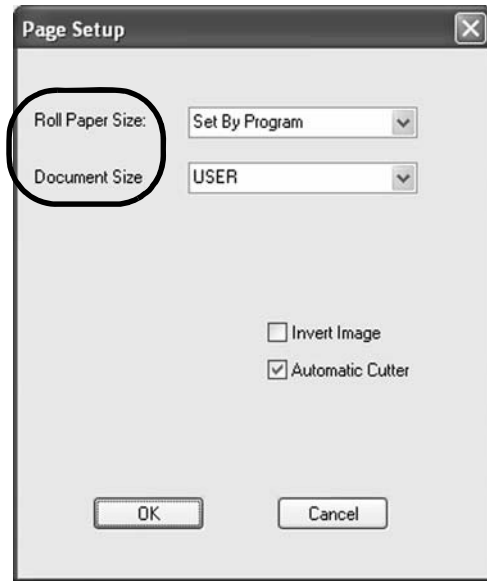


6. When the **Properties** window opens, make sure the **Color Setting** under **Document Options** is set to **Full Color (dither to mono)**. (Touch or click the plus sign in front of **Document Options** if you need to expand it to see the **Color Setting**.)
7. Also on the **Properties** window, expand the **Paper/Output** option (via the plus sign).
8. Under **Paper/Output**, select the **Paper Size** setting.
9. Select the **Properties** button.



(Continued) To use the 'Find My Own File' option:***Do this:***

10. When the **Page Setup** window appears, select the **Roll Paper Size** for the paper roll you have installed in the printer.
11. Set the **Document Size** to **8.5 x 11**.
12. Select **OK** to close the **Page Setup** window. Also close the **Properties** window.

On this screen:

13. On the application's **Print** screen (*see image in step 5 for an example*), select the **Print** button to print the file.
14. When the external file is printed, *it's important to reset the print settings* to the ones needed by the Design Center Software, or the Design Center templates will not print correctly. The best way to do this is to repeat steps 4 through 12 above, but with these differences:
 - In the **Page Setup** window (*see step 9*), select **Set By Program** for the **Roll Paper Size** setting.
 - Select **USER** for the **Document Size** setting.
 - After closing all the windows, until just the application's **Print** screen appears, select **Close** (instead of **Print**).
15. When you are returned to the **Find My Own File** screen, you can:
 - Choose another external file to print.

-OR-

 - Click **OK** to close the screen and return to the **Find Posters Screen**.

Customizing a Poster or Banner Template

VariQuest Design Center Software templates let you generate posters and banners with the least amount of work. Often, a template will provide exactly what you need, just as it is. However, the templates are also easy to customize to your individual needs. Once you've found a template to use (see **Finding a Poster or Banner Template** on page 3-2), you can usually customize it in any of the following ways:

- Change the content of an editable text item.
- Change the font, size, and style of an editable text item.
- Change or remove a replaceable graphic.

After selecting your template, it will appear in the **Edit** screen, where you can make any changes permitted by the specific template.



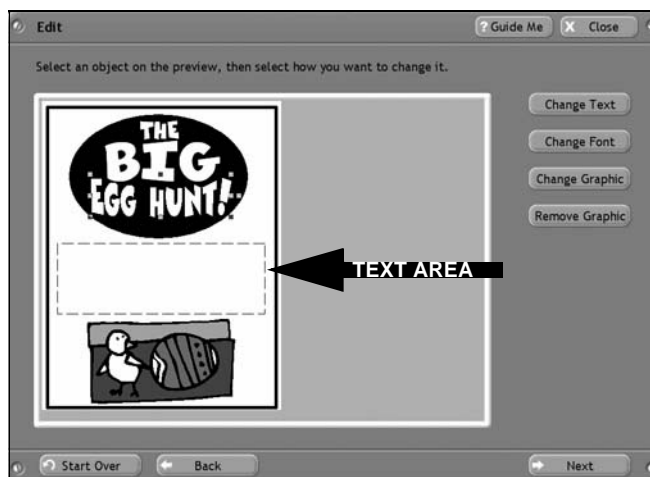
TIP: Not *every* text item or graphic in *all* poster and banner templates can be changed. In some cases, the text or graphic is so essential to the template design that allowing it to be changed would render the template useless. If you try to change a non-editable item, a message to that effect will appear on your screen. If you still think it's essential to change the graphic or text item, it's very likely a different template would be better and easier to use for your project. Try browsing the templates in the same category as the current one to find a more suitable design.

To change the content of a text item on a template:

Do this:

1. With the template displayed on the **Edit** screen, touch or click the text you wish to change. You'll know you've selected it when you see it bordered by squares.
2. Touch or click the **Change Text** button. The Virtual Keyboard will appear with the current text highlighted.
3. Touch or click the keys on your screen to modify the text. (*For help in using the Virtual Keyboard, see **How to Use the Virtual Keyboard** on page 1-11.*)
4. When you've finished entering text, touch or click the **OK** button.

On this screen:




At this point, you can modify the template further by:

- Changing the font, size, or style of editable text items (see **To change the font, style, or size of a text item on a template:** on page 3-9)
- Replacing or removing graphics (see **To change a graphic on a template:** on page 3-11, or **To remove a graphic from a template:** on page 3-12).

-OR-


If you're ready to print, touch or click **Next** to go to the **Print Preview** screen. (See **Printing a Poster or Banner** on page 3-13.)

 **TIPS:** Remember to always *first select* the text or graphic to change *before* you click the **Change Text** button.

When you select a text box or graphic, square “bullets” appear around it to indicate that it’s selected.

A blank space outlined by a thin dotted line marks a text box in a template. The dotted line will *not* print; it simply marks the space where text can go.

A thick black box with an X inside it marks an area where a graphic can be placed in a template. The X and box will *not* print if you decide not to insert a graphic there. When you remove a graphic, this box remains so you can always re-insert it.

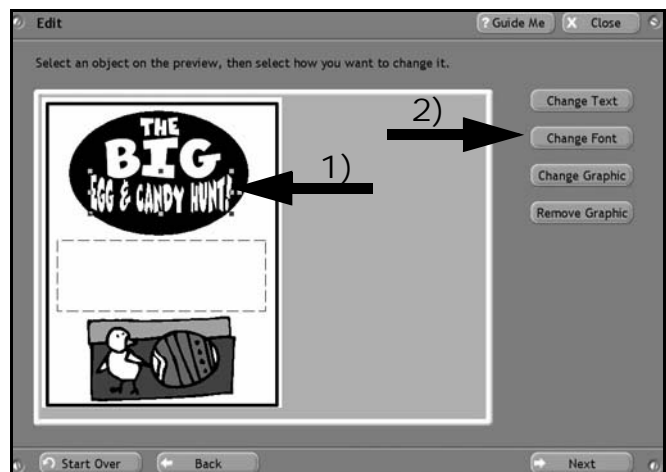


To change the font, style, or size of a text item on a template:

Do this:

1. With the template displayed on the **Edit** screen, touch or click the text whose font you wish to change. You’ll know you’ve selected it when you see it bordered by squares.
2. Touch or click the **Change Font** button.

On this screen:



(Continued) To change the font, style, or size of a text item on a template:

Do this:

3. Make the changes you wish, as follows.
(**NOTE:** Whenever you make a change, the template preview will update immediately.)
 - **To change the text *font*:** On the **Font** list, touch or click the font you want to use. Font names in the list appear in the actual typeface of their font. Use the up/down arrows to scroll through the list of fonts.
 - **To change the text *size*:** Touch or click the **Font Size** plus (+) or minus (-) buttons to make the text larger or smaller.
 - **To change the text *style*:** Touch or click the **Bold**, **Italic**, and/or **Underline** buttons to create the style you want. The style is “on” when the button looks pushed in, and “off” when the button looks like it’s “up.” You can apply any or all styles to the selected text.
4. When you’ve finished, touch or click the **OK** button at the bottom of the screen.

On this screen:



TIP: If your template contains more than one modifiable text item, you can select another text item on this screen — without having to go back to an earlier screen — and make any changes to the font of that text as well. Just touch or click the text whose font you wish to modify, and follow the steps of this procedure.

At this point, you can modify the template further by:

- Changing the content of the text (*see* **To change the content of a text item on a template:** on page 3-8)
- Replacing or removing graphics (*see* **To change a graphic on a template:** on page 3-11 *or* **To remove a graphic from a template:** on page 3-12).

-OR-

If you’re ready to print, touch or click **Next** to go to the **Print Preview** screen. (*See* **Printing a Poster or Banner** on page 3-13.)

To change a graphic on a template:**Do this:**

1. On the **Edit** screen, touch or click the graphic you wish to change.
2. Touch or click the **Change Graphic** button.
3. When the **Change Graphic** screen appears, touch or click the button identifying the way you wish to find the new graphic:

- **Search by Keyword and Browse Categories** search the graphics provided with the Design Center Software. When you've located the graphic you want, touch or click the thumbnail.



TIP: VariQuest graphics are provided for a variety of designs, and not all graphics will look good on all templates. As a result, you may need to experiment with different graphics to find the ones that work best for your specific template.

- **Find My Own Graphic** lets you search the graphic files elsewhere on your DC1000 or PC. When you find the graphic of your choice, touch or click its icon in the display, and then touch or click the **OK** button to use it and return to the **Edit** screen.

Graphic files that use any of these supported formats will be displayed:

- Bitmap (*.bmp)
- TIFF (*.tif)
- JPEG (*.jpg)
- Portable Network Graphic (*.png)

At this point, you can modify the template further by:

- Changing the content, font, size, or style of editable text items (*see* **To change the content of a text item on a template:** on page 3-8)
- Removing a graphic (*see* **To remove a graphic from a template:** on page 3-12).

-OR-

If you're ready to print, touch or click **Next** to go to the **Print Preview** screen. (*See* **Printing a Poster or Banner** on page 3-13.)

On this screen:

For detailed information on how to use the search functions, see **How to Find Files in the Design Center Software** on page 1-14.



TIP: The most suitable graphics are those created at a high resolution for printing purposes (such as those used for a yearbook or letterhead). Images created for a website usually don't work well because of their lower resolution. Black-and-white or grayscale graphics yield the best results, although grayscale graphics with many gradations can produce less-desirable results.

To remove a graphic from a template:

Do this:

1. On the **Edit** screen, touch or click the graphic you wish to remove.
2. Touch or click the **Remove Graphic** button.



TIP: The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the Design Center Software graphics to find and restore the graphic.

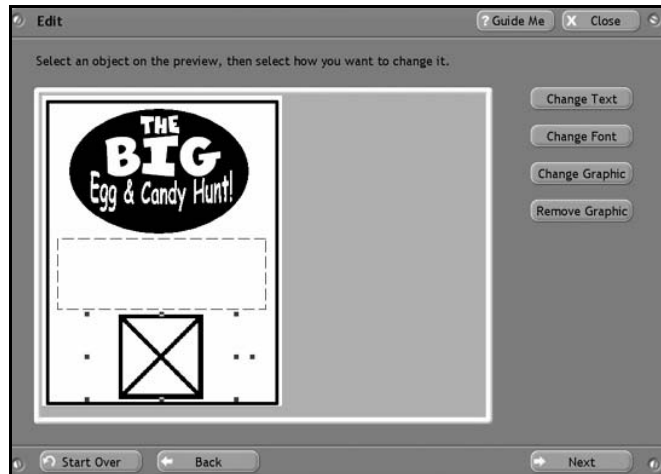
On this screen:



3. The graphic is replaced by a box with an X. This box will **not** print out, but will remain with your customized version of the template as a placeholder.

After removing a graphic, if you save the changed template, you can always add a graphic back in — either the original or a different one.

To add the graphic back, touch or click the placeholder, then follow the steps of the procedure **To change a graphic on a template:** on page 3-11.



At this point, you can modify the template further by:

- Changing the content, font, size, or style of editable text items (*see* **To change the content of a text item on a template:** on page 3-8, *or* **To change the font, style, or size of a text item on a template:** on page 3-9))
- Replacing a different graphic (*see* **To change a graphic on a template:** on page 3-11)

-OR-

If you're ready to print, touch or click **Next** to go to the **Print Preview** screen. (*See* **Printing a Poster or Banner** on page 3-13.)

Printing a Poster or Banner

Once you are ready to print your poster or banner, you have several options, depending on the type of project. Also, if you've customized the template, you will be asked if you want to save the template before you initiate the printing process.

Saving a Template Before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** to move from the **Edit** screen to the **Print Preview** screen.



TIP: When should you save a template? Consider these guidelines:

- If you plan to re-use or to output additional copies of the template you've customized, you'll save time by saving it and opening it later via the **My Saved Posters** or **My Saved Banners** options on the **Find** screen.
- If you didn't make any actual changes, or if you don't plan to reuse this customized version in the future, it's not necessary to save it (especially if you don't want to add unnecessary files to the **My Saved Posters** or **My Saved Banners** folders).

To save a customized template for a poster or banner:

Do this:

1. After touching or clicking **Next** when you've finished with the **Edit** screen, a pop-up message will ask whether you want to save the file.
 - Touch or click **Yes** if you want to save it under a new name.
 - Touch or click **No** if you don't want to save the template, but do want to proceed to printing.
 - Touch or click **Cancel** if you want to remain on the **Edit** screen (e.g., to consider further customization).
2. The Virtual Keyboard will appear. Enter the name you want to use, then touch or click **OK**.
3. When you get the confirmation message that the template was saved under the name you entered, touch or click **OK** to continue to the output screen.

On this screen:



Printing a Poster or Banner

Options for printing depend partly on the type of output device you are using. You can print a poster or banner on either the VariQuest™ Poster Maker 3600 or a ProImage™ PosterPrinter 3000 system.

The Poster Maker provides a number of powerful features, including bi-directional communication with the Design Center Software, which allows for on-screen preview of the ready-to-print template that displays it exactly as it will be printed.

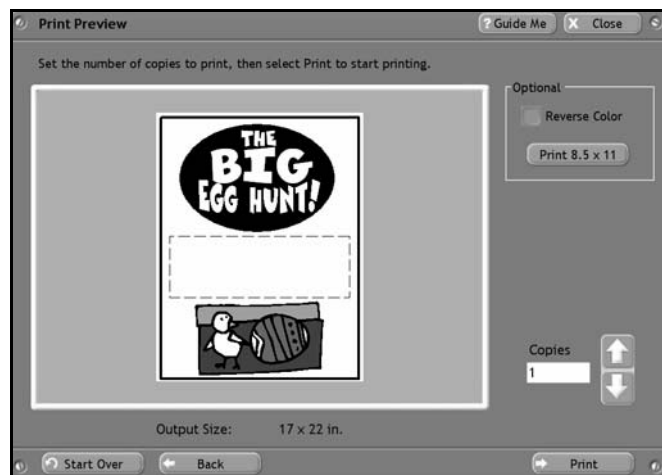
In addition to printing the actual poster or banner, the Design Center Software also provides the option of printing an 8.5" by 11" copy on a regular sheet-fed printer. This is extremely helpful for creating handouts to accompany the poster, or to use with the scan-to-print feature of the Poster Maker or PosterPrinter in stand-alone mode (i.e., when it is not connected to the DC1000 or a PC).

To print a poster or banner on a Poster Maker or PosterPrinter:

Do this:

1. Make sure the output device is turned on and the correct paper is loaded.
2. **If you are using a Poster Maker:**
The Design Center Software will size the template to match the size of the paper in the printer. The **Output Size** appears below the preview on the screen.

On this screen:



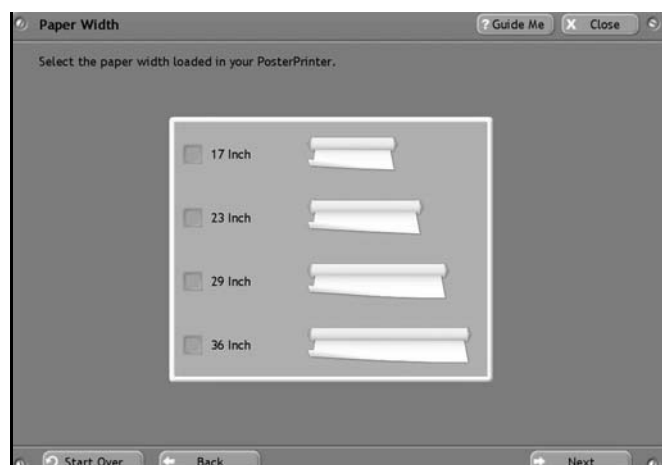
If you are using a PosterPrinter:

Touch or click the paper size from the options on the screen, being sure to select the size of the roll that's actually installed in the printer.



TIP for the PosterPrinter:

Remember that whenever you change the paper roll, the proper procedure is to turn the printer off, install the paper, and then turn it back on again. This allows the printer to change the settings to match the new paper size.

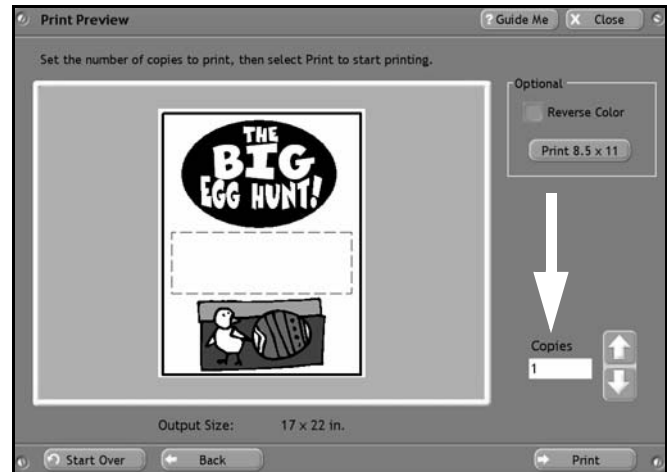


(Continued) To print a poster or banner on a Poster Maker or PosterPrinter:**Do this:**

- With your poster or banner project displayed on the **Print Preview** screen, set the number of copies you want. The number in the **Copies** box defaults to **1**. Touch or click the up/down arrow keys to change the number.

**TIP for the Poster Maker 3600:**

When printing multiple copies, check the LCD display on your Poster Maker to make sure you have enough paper to output all the copies you want.

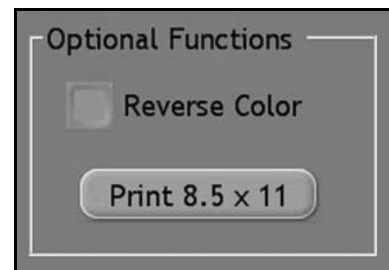
On this screen:

- Choose any **Optional Functions**:

- If you want to reverse the colors of the preview for the printed poster or banner, touch or click the **Reverse Color** box.



TIP: With the Poster Maker 3600, the preview window will update to show the template colors as they will be printed.



- If a regular sheet-fed printer was selected as an output device in the **Workroom Assistant** of the Design Center Software, you also have the option to print an 8.5" x 11" copy of a poster using that sheet-fed printer. To do so, touch or click the **Print 8.5 x 11** button.

If you do not have a regular sheet-fed printer selected as an output device, the **Print 8.5 x 11** button will not appear on this screen. (See **Selecting Output Devices** on page 2-4 for more information.)



TIP: VariQuest templates are provided for a variety of designs, and not all templates will look good printed in reverse. If you choose the Reverse Color option, be sure to review the preview window before printing, to verify that reversing the colors will generate the desired output.

(Continued) To print a poster or banner on a Poster Maker or PosterPrinter:

Do this:

5. When you're ready to output your project, touch or click the **Print** button.

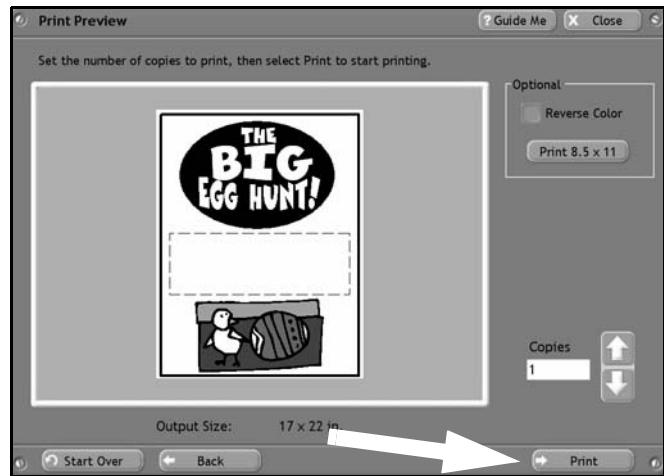
A pop-up window lets you know the status of the print job and options, if any, for canceling it. When the entire print job has been sent to the printer, the pop-up window closes, leaving the **Print Preview** screen displayed.



TIP for the Poster Maker 3600:

The **Print** button is grayed-out if the printer is not communicating with the Design Center or PC. You must wait until communication is re-established before you can start your print job.

On this screen:



6. If you're finished with the project and the **Posters & Banners** module, touch or click the **Close** button.

Other options are to:

- **Print** additional copies.
- Go **Back** to make a change to the design.
- **Start Over** to work on a new poster or banner project.

Chapter 4: Working with Cutouts

Chapter Overview

- Overview of the Cutouts Design Center (page 4-2)
- Selecting Size & Type of Material (page 4-2)
- Choosing & Modifying a Cutout (page 4-6)
 - Letters, Numbers & Symbols (page 4-6)
 - Shapes (page 4-11)
 - Collections (page 4-17)
- Generating the Cutout (page 4-20)
- Obtaining Additional Cutout Content (page 4-23)
- Activating Cutout Shapes (page 4-25)

Overview of the Cutouts Design Center

The VariQuest™ Cutout Maker 1800 and VariQuest™ Design Center Software provide a fast, easy, fun way to create a vast variety of cutouts for bulletin boards or other displays, instructional units, graphic name tags, and so forth.

The general process for creating cutouts involves the following basic steps, each of which is explained in step-by-step detail in the remainder of this chapter.

1. After choosing the **Cutouts** module, select the type and size of material you will use in the Cutout Maker.
2. Next, choose the type of cutouts to create, make any modifications to it, and set the number of copies. The three types of cutouts available are:
 - **Letters, Numbers & Symbols** (also known as “**fonts**”) — cutouts of characters found on the keyboard
 - **Shapes** — including shapes alone, or shapes with cutout text inside them
 - **Collections** — a set of coordinated shapes related to a single bulletin board theme, craft project, or curriculum concept
3. Send the cut job to the Cutout Maker.

Selecting Size & Type of Material

When you begin a cutout project, your first step — after selecting the **Cutouts** module from the **Main Menu** — is to choose the size and type of material you will use for the cutout. The Design Center Software makes it easy to select from the three most common material sizes:

- **12” x 18”** (common size for large construction paper)
- **9” x 12”** (common size for smaller construction paper)
- **8.5” x 11”** (common size for bond paper and card stock)

In addition, you can specify a nonstandard paper size using the **Custom** option. This allows you to maximize the use of your material, save money, and make use of odd-sized scrap material.

The **Cutouts** module also lets you choose from a number of material types:

Material Type	Typical Weight
• Heavy construction paper — regular or cold-laminated	60-80 lbs.
• Light construction paper — regular or cold-laminated	40-50 lbs.
• Card stock	80-100 lbs.
• Bond (i.e., typical printer or copier paper)	20 lb.



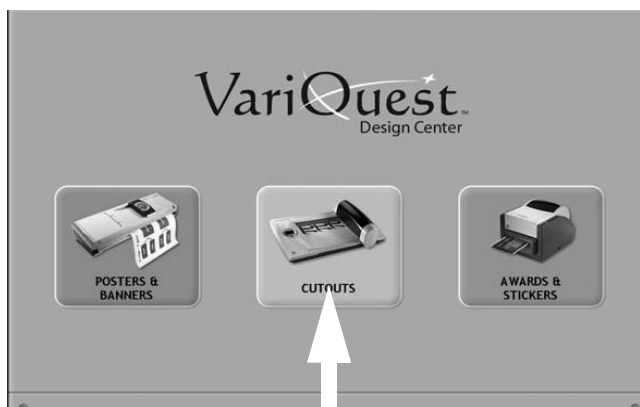
TIP: Use the VariQuest™ Cold Laminator 1200 to quickly, easily, and affordably laminate 9” x 12” or 12” x 18” construction paper for durable, long-lasting visual learning tools.

To select the size and type of material for a cutout:

Do this:

1. From the Design Center Software **Main Menu**, touch or click the **Cutouts** button.

On this screen:



2. From the list in the **Material Size** window, touch or click the box next to the material *size* (one of the three standard sizes or **Custom**) you will use for this project.



TIP: When you first access this screen, both the material size and type will default to the most recent selections made on this screen.

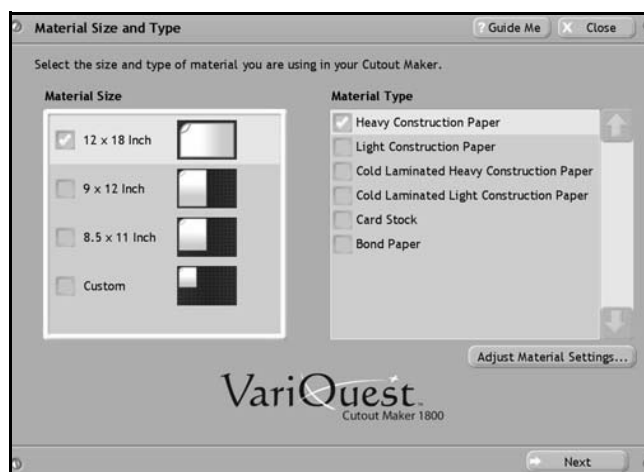
3. From the list in the **Material Type** window, touch or click the *type* of material you will use for this project. A checkmark will appear in the box by your selection.



TIP: Selecting the right material type is important because the choice determines the Cutout Maker's optimal settings for blade pressure and depth. Also, the material types listed on your screen have been tested thoroughly. Using an unlisted material type or choosing the wrong type could damage your equipment.

If you select the right material type, but if the blade cuts either too deeply or not completely, you can adjust the blade depth using the Adjust Material Settings option on this screen. *For details on using this function, see the procedure To adjust the material settings:* on page 4-5.

4. Touch or click the **Next** button.



(Continued) To select the size and type of material for a cutout:

Do this:

On this screen:

5. Take the next step based on whether you selected a standard or custom material size:
 - *If you selected a standard size*, the **Output Type** screen will appear, and you can proceed to choose a cutout type. Go to the next section (**Choosing & Modifying a Cutout** on page 4-6) and follow the procedure for the type of cutout you are making — **Letters, Numbers & Symbols** or **Shapes or Collections**.)

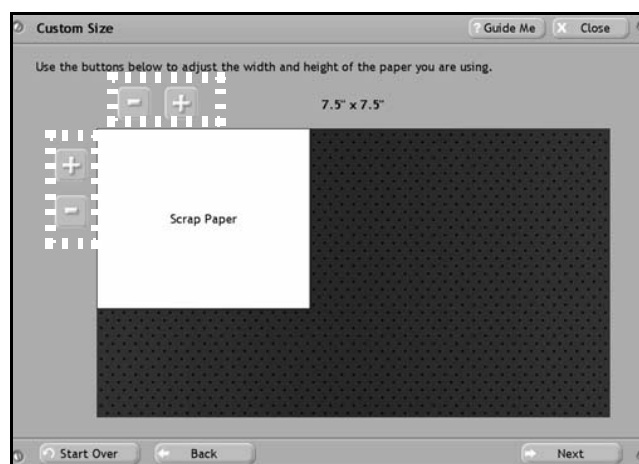
-OR-

- *If you selected the Custom size*, continue with the next step of *this* procedure.
6. The graphic of the “scrap paper” on the **Custom Size** screen defaults to 4.5” x 6”, which is the smallest size permitted.

Touch or click the plus (+) and/or minus (-) buttons until the scrap paper dimensions on the screen match the size of your material.



TIP: If you're using a piece of scrap material that is **not** rectangular, measure the largest rectangular area of the scrap, and use those dimensions for setting the custom size.

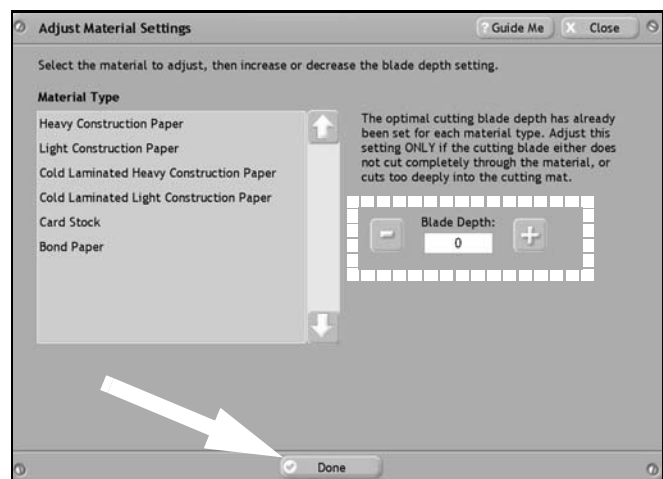
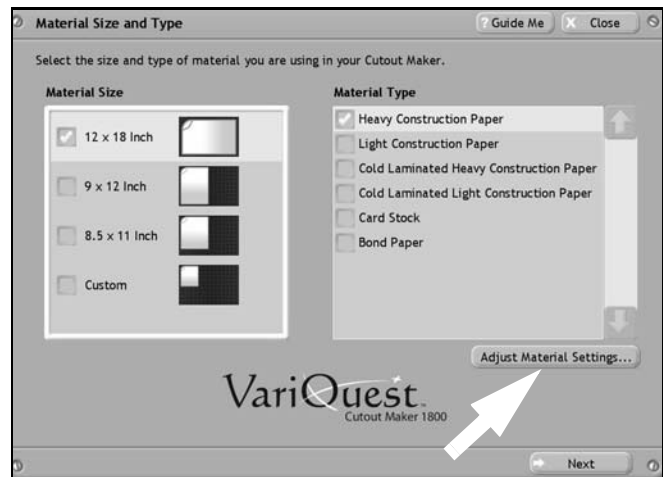


7. When finished, touch or click the **Next** button to return to the **Material Size and Type** screen.

The **Material Size and Type** screen also gives you the option of adjusting the blade depth on the Cutout Maker. Normally, you will not need to make adjustments, but in the event the cutter's blade cuts too deeply into the cutting mat, or the blade doesn't cut completely through the material, you can adjust the blade using the **Adjust Material Settings** button. To make any adjustments, take the following steps.

To adjust the material settings:***Do this:***

1. In the Cutouts module, make sure you've selected the **Material Type** that matches the material you intend to use in the Cutout Maker.
2. From the **Material Size and Type** screen, touch or click the **Adjust Material Settings** button.
3. From the list in the **Material Type** window, touch or click the material for which you want to make the blade adjustment.
4. Use the plus (+) and minus (-) buttons on either side of the **Blade Depth** field to make your adjustments as follows:
 - If the blade *does not cut completely* through the material, increase the blade depth setting by touching or clicking the plus (+) button.
 - If the blade *cuts too deeply* into the cutting mat, decrease the blade depth setting by touching or clicking the minus (-) button.
5. When you are finished, touch or click the **Done** button to return to the **Material Size and Type** screen, where you can touch or click the **Next** button to continue with your project.

On this screen:

TIP: You must click the **Done** button save the blade depth settings.

After you've finished selecting the size and type of material for a cutout, the **Output Type** screen will appear, and you can begin the next overall step of choosing and modifying your cutout.

Choosing & Modifying a Cutout

Creating all three types of cutouts — **Letters, Numbers & Symbols - Shapes - Collections** — involves the same basic steps, yet each type has a few unique features. This section provides a detailed procedure for determining the content, size, and quantity for each cutout type.

Letters, Numbers & Symbols

With the Cutout Maker and Design Center Software, you can cut letters, numbers, and symbols as either individual characters or connected into words for display on bulletin boards, poster boards, and other such projects. In the **Cutouts** module, you choose the style, size, characters, and quantity, and the Cutout Maker generates them.

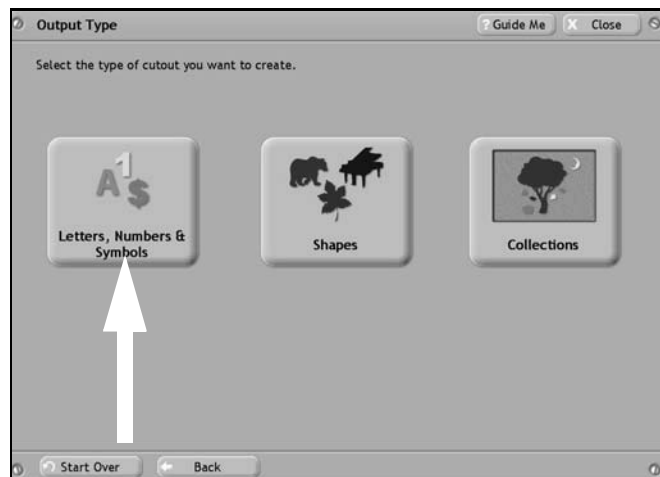
You can make cutouts of whatever character appears on the Virtual Keyboard, using the **Shift** key to access upper-case characters and symbols. You can also specify the font type to use, and whether the characters will be cut out individually or grouped into words in either of two ways.

To make cutouts of letters, numbers, and/or symbols:

Do this:

1. Touch or click the **Letters, Numbers & Symbols** button.
(The **Output Type** screen appears after you've pressed **Next** on the screen where you selected material size and type.)

On this screen:



(Continued) To make cutouts of letters, numbers, and/or symbols:

Do this:

- On the Virtual Keyboard of the **Enter Text** screen, touch or click the characters you want to create cutouts for. (*For more information on how to use the Virtual Keyboard, see **How to Use the Virtual Keyboard** on page 1-11.*)

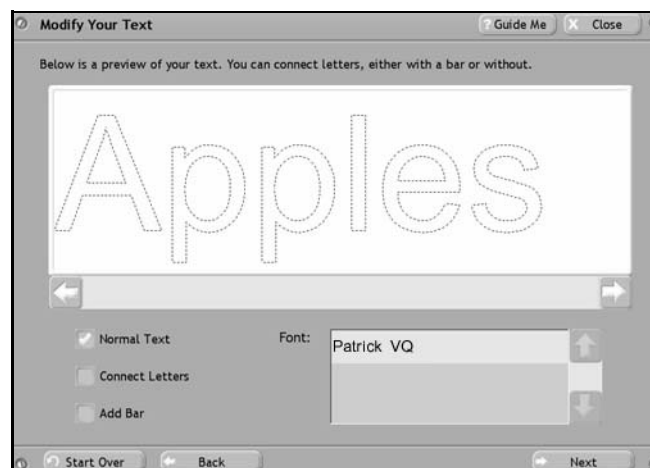


TIP: You can enter any character that appears on the keyboard; however, the maximum number of characters you can enter is 32.

- When you're done, touch or click the **Next** button. The **Modify Your Text** screen will appear with an outline of the characters you entered.
- Initially, the characters will appear in **Patrick VQ** font, which is the default font that comes with the Design Center Software. If your organization has licensed additional fonts, their names will be listed along with Patrick VQ in the **Font** list.

To select a different font, touch or click the name of the font. The outline in the preview box will change to reflect the shape of the new font.

On this screen:



(Continued) To make cutouts of letters, numbers, and/or symbols:

Do this:

5. The default arrangement of characters is **Normal Text**, which means each character will be cut out separately. To reduce the time involved in setting up a display, you can **join** the letters to form a single cutout. There are two options for joining characters:
 - To connect the characters horizontally so they are “squeezed” together and overlap slightly, touch or click the **Connect Letters** option on the screen. The preview will change to show how the characters connect.
 - OR-**
 - To join the characters by adding an underline, or bar, along their bottom edge, touch or click the **Add Bar** option. The preview will change to show the added bar.

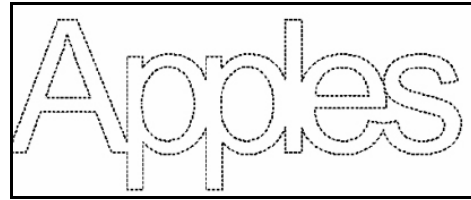


TIP: Only letters not separated by a space will be joined with the **Connect Letters** option. The **Add Bar** option joins the letters **and** spaces. Both options only join the characters horizontally. They do not join parts of characters with **vertical** spaces, such as the dots on the “i” and “j” and the two lines of “=”; these characters will still output in multiple pieces — one for each part.

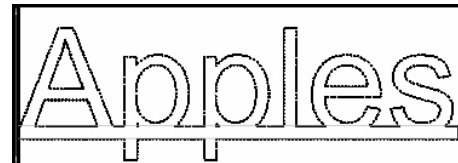
6. When you are finished, touch or click the **Next** button.

On this screen:

Preview with Connect Letters selected:



Preview with Add Bar selected:



(Continued) To make cutouts of letters, numbers, and/or symbols:**Do this:**

7. The **Preview** screen initially shows cutouts at the default output size of **Medium** (approximately 4") unless your text is joined and will not fit on the page at that size. To change the output size, do one of the following:

- Touch or click one of these predefined sizes. (The number of inches reflects the approximate height of the tallest letters plus descenders.)
 - **Small (2")**
 - **Medium (4")**
 - **Large (6")**
 - **Extra Large (12")**

-OR-

- Touch or click **Largest Possible on Page** to produce the largest cutout without “tiling” — i.e., causing a character to be cut in two or more pieces.

-OR-

- Touch or click the **Custom** button to set a size not listed. Then:
 - 1) Using the numeric keypad that appears, touch or click the number(s) equal to the approximate height of the tallest letter plus descenders.
 - 2) Touch or click the **OK** button on the keypad window to accept your entry and close the keypad.

TIP: It's possible to **increase** the cut size so much that a single character is too big to fit on one sheet. In that case, a message will tell you that one or more characters will be **tilled** — that is, split onto multiple sheets. You can also **decrease** the size to the point that a character loses some definition. In that case, a message will state that a character is smaller than the minimum cut size. When you see either message, you can adjust the cut size accordingly.

On this screen:

TIP: The **Preview** screen shows both the relative size and placement of cutouts on the material that will result in the least amount of waste. When you change the size, the preview will update..



TIP: To delete a number, touch or click the **Backspace** button on the keypad.

(Continued) To make cutouts of letters, numbers, and/or symbols:

Do this:

8. When you are satisfied with the output size, touch or click the **Next** button.
9. Next on the **Preview Screen**, indicate the number of cutouts you want to generate by touching or clicking the numbers on the numeric keypad.

When you change the quantity, the screen will update the layout in the preview box and the page count below it. Use the arrows to scroll to all pages.

If you choose **As Many as Possible on Page**, the Design Center Software will reformat the layout in the preview box accordingly, and update the quantity in the **# of Copies** box.

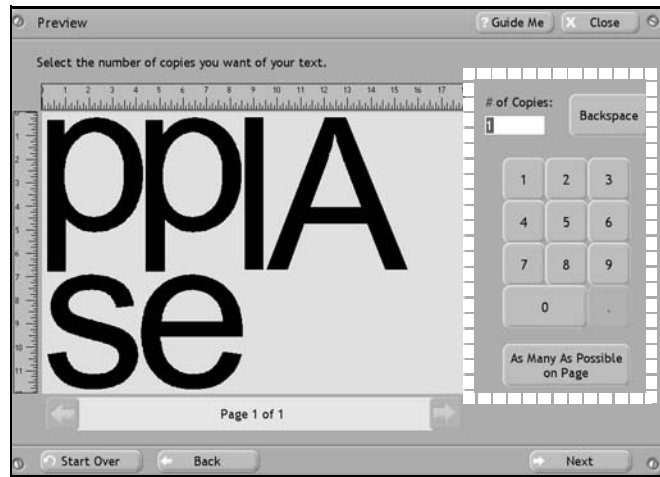


TIP: The option to fit as many as possible on a page is a handy way to maximize the use of your material. It's important to remember, however, to verify the final quantity.

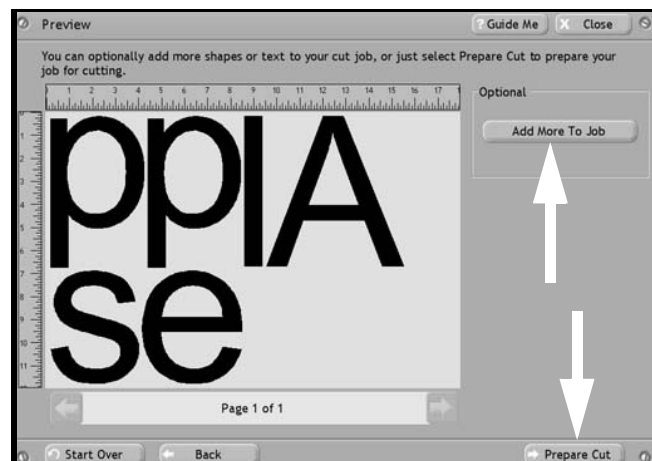
For example: Suppose you choose **As Many as Possible on Page**, which results in 8 shapes fitting on a page. The number of copies will automatically change to 8. But if you need 16 copies, you need to replace "8" with "16" using the keypad. The Cutout Maker will then cut two pages of 8 shapes each.

10. After setting the quantity, the preview screen will offer these options:
 - **Add More to Job:** This allows you to add more text or shapes to your cut job. To do so, touch or click the **Add More to Job** button, and follow the steps in the procedure **Cutting Multiple Items in a Single Job** on page 4-21.
 - **Prepare Cut:** If you are ready to send your job to the Cutout Maker, touch or click the **Prepare Cut** button, and follow the steps in the procedure **Generating the Cutout** on page 4-20.

On this screen:



TIP: The option to **Add More to Job** is a great way to maximize your use of material and reduce the time spent making cutouts. If you have extra space on a page, you can add additional text or shapes before you send the job to the cutter.



TIP: If you wish, you can go back and forth between the sizing and quantity screens to juggle these two numbers until you have the right size and fit on the material. Use the **Back** and **Next** buttons to do so.

Shapes

The VariQuest Cutout Maker can generate an enormous variety of shapes with the Design Center Software. You can cut shapes to match virtually any topic, and, in some cases, you can also add text to shapes — for example, to merge a list of student names so that each copy of a cutout includes a unique name.

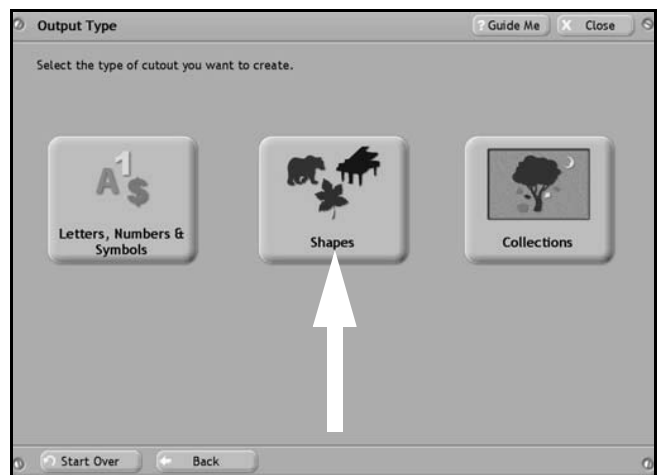
You can also create just the right size for these shapes using several preset standard sizes or choosing a custom size you specify.

To make cutouts of shapes:

Do this:

1. Touch or click the **Shapes** button.
(The **Output Type** screen appears after you've pressed **Next** on the screen where you selected material size and type.)

On this screen:



2. Choose how to locate the shape you want:
 - Touch or click **Search by Keyword** to locate the shape using its ID or name from the *VariQuest™ Content Guide*, or to search by topic — for example, “sports” or “insects.”

-OR-

 - Touch or click **Browse Categories** to browse through the shapes in all the categories and subcategories.

*For detailed steps on using either method, see **How to Find Files in the Design Center Software** on page 1-14.*



(Continued) To make cutouts of shapes:

Do this:

3. The results of your search or browse will appear as thumbnails on this screen, showing all the shapes that match your criteria and that are activated. By touching or clicking the option to **Show All Shapes**, the screen will display additional thumbnails of the shapes that are not activated. If you have the credits, you can activate shapes at this point, and they will become immediately available for use. (Refer to the procedure **To activate a shape within the Cutouts module**: on page 4-27.)
4. Touch or click the thumbnail of the shape you want to use.

On this screen:



5. When an enlarged preview of the shape appears, touch or click the **OK** button to confirm your selection.



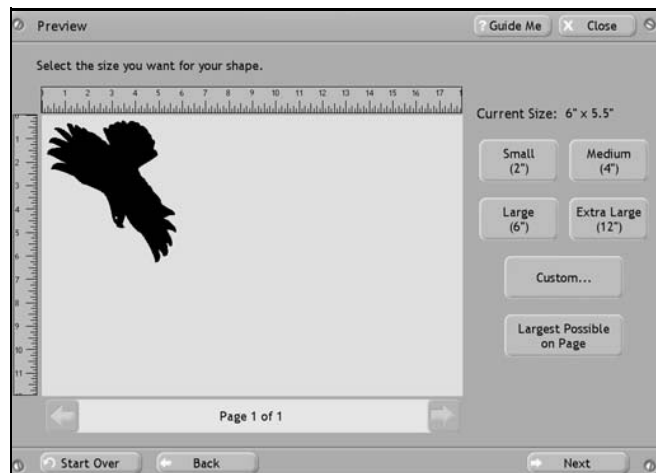
TIP: If you choose a shape that includes a text item within it, see the steps under **To cut shapes that include text items**: on page 4-15 for details on how to use name lists to personalize each copy of the shape.

6. Adjust the output size of your shape. The **Preview** screen initially shows one cutout at the default output size of **Medium (4"** high). To change the size:

- Touch or click one of these predefined sizes. (The number of inches reflects the length of the larger dimension.)
 - **Small (2")**
 - **Medium (4")**
 - **Large (6")**
 - **Extra Large (12")**
 (NOTE: Sizes are approximate.)

-OR-

- Touch or click **Largest Possible on Page** to produce the largest cutout without “tiling” — i.e., causing a character to be cut in two or more pieces.



(Continued) To make cutouts of shapes:***Do this:******-OR-***

- Touch or click the **Custom** button to set a size not listed. Then:
 - 1) Using the numeric keypad that appears, touch or click the number(s) equal to the approximate size of the larger dimension. (The software will adjust the other dimension proportionally.)
 - 2) Touch or click the **OK** button on the keypad window to accept your entry and close the keypad.

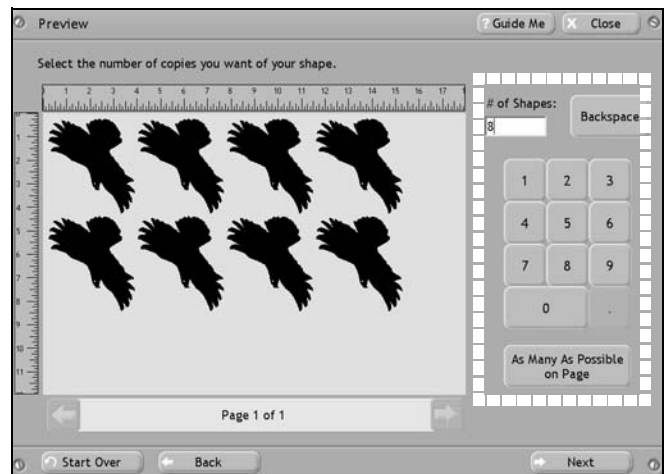


TIP: It's possible to **increase** the cut size so much that a single shape is too big to fit on one sheet. In that case, a message will tell you that one or more shapes will be **tiled** — that is, split onto multiple sheets. You can also **decrease** the size to the point that a shape loses some definition. In that case, a message will state that a shape is smaller than the minimum cut size. When you see either message, you can adjust the cut size accordingly.

7. When you are satisfied with the output size, touch or click the **Next** button.
8. Next on the **Preview Screen**, indicate the number of cutouts you want to generate by touching or clicking the numbers on the numeric keypad.

When you change the quantity, the screen will update the layout in the preview box and the page count below it. Use the arrows to scroll to all pages.

If you choose **As Many as Possible on Page**, the Design Center Software will reformat the layout in the preview box accordingly, and update the quantity in the **# of Copies** box.

On this screen:

TIP: You can use the **Back** and **Next** buttons to go back and forth between the sizing and quantity and juggle these two numbers until you have the right size and fit.

(Continued) To make cutouts of shapes:

Do this:



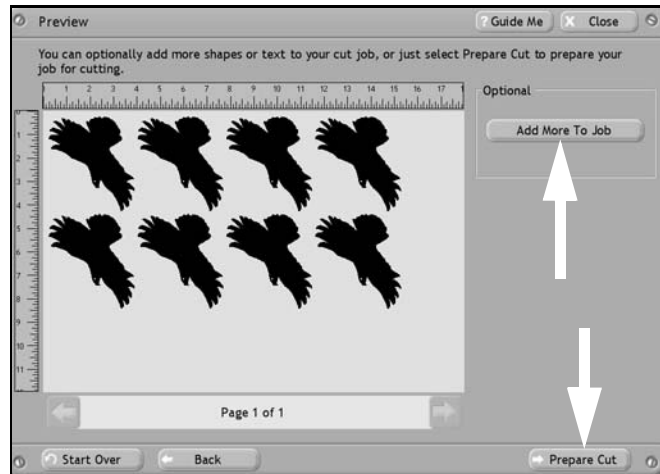
TIP: The option to fit as many as possible on a page is a handy way to maximize the use of your material. It's important to remember, however, to verify the final quantity.

For example: Suppose you choose **As Many as Possible on Page**, which results in 8 shapes fitting on a page. The number of copies will automatically change to 8. But if you need 16 copies, you need to replace “8” with “16” using the keypad. The Cutout Maker will then cut two pages of 8 shapes each.

On this screen:

9. After setting the quantity, the preview screen will offer these options:

- **Add More to Job:** This allows you to add more text or shapes to your cut job. To do so, touch or click the **Add More to Job** button, and follow the steps in the procedure **Cutting Multiple Items in a Single Job** on page 4-21.
- **Prepare Cut:** If you are ready to send your job to the Cutout Maker, touch or click the **Prepare Cut** button, and follow the steps in the procedure **Generating the Cutout** on page 4-20.



TIP: The option to **Add More to Job** is a great way to maximize your use of material and reduce the time spent making cutouts. If you have extra space on a page, you can add additional text or shapes before you send the job to the cutter.

To cut shapes that include text items:

Do this:

1. Select your shape as described in the above procedure (**To make cutouts of shapes:** on page 4-11).
2. When the **Include Cut Text in Shape** screen appears, you can choose one of these options for adding a name list:
 - To create a new name list to include, touch or click the **Create/Edit List** button.
 - To use an existing name list, touch or click the **My Saved Lists** button.

*(For detailed steps on how to create, edit, and save name lists, refer to **Creating & Managing Name Lists** on page 2-8.)*

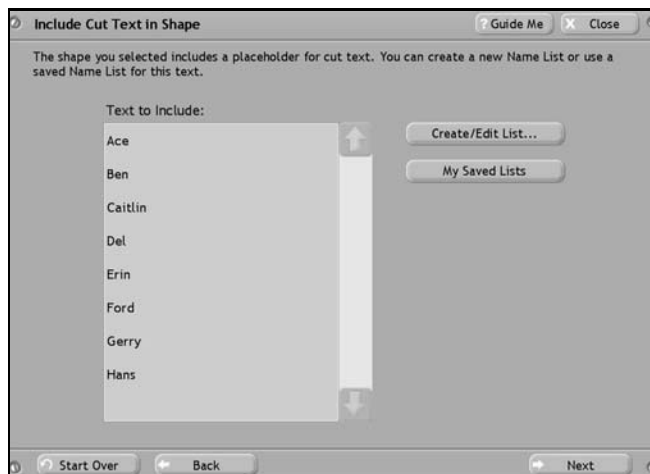
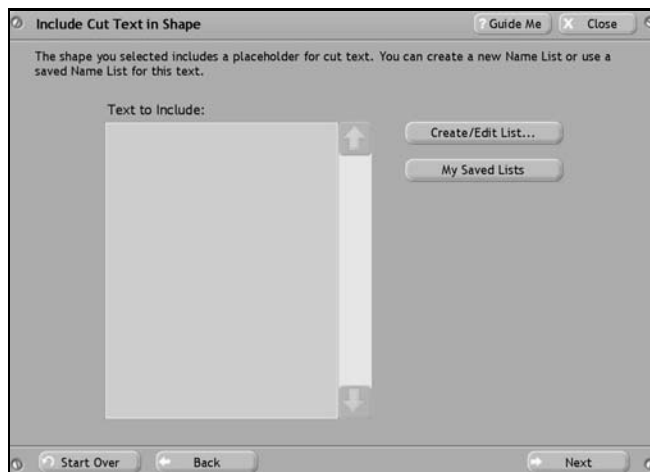
3. After you've finished creating and/or editing the name list, you can preview the **Text to Include** on this screen. To proceed, touch or click the **Next** button.

If the list is new, or if you edited an existing list, you will be prompted to save the list at this point.



TIP: You can use the name list function to create a list of any text — not just names. For example, you can create a “name list” consisting of the months of the year if you want to create 12 shapes, each with a different month name.

On this screen:



(Continued) To cut shapes that include text items:

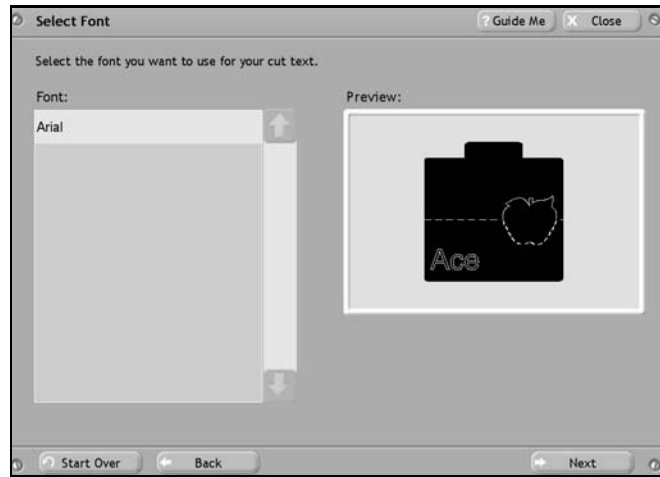
Do this:

4. When the **Select Font** screen appears, choose the font to use for the text in the shapes by touching or clicking the font in the **Font** box. (Use the scroll bar if you have more fonts than fit in the box.)

When you select a different font, the text in the **Preview** box will update to show how the new font will look.

5. With the font selected, touch or click the **Next** button.

On this screen:



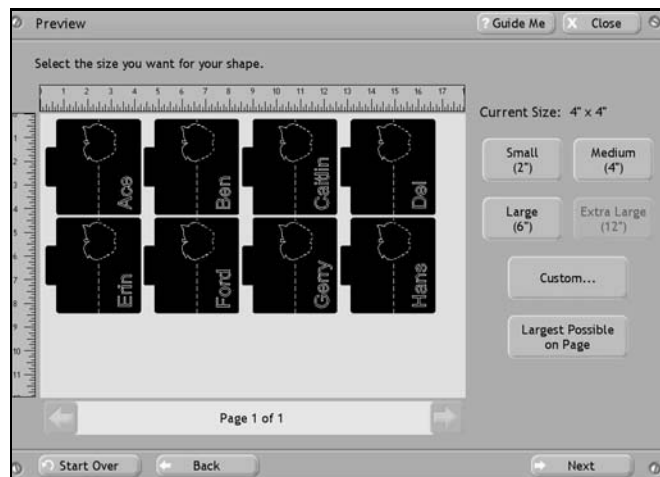
6. The **Preview** screen will appear, allowing you to set the size of the cutouts.

*(Refer to step 5 of the above procedure, **To make cutouts of shapes:** for more details on setting the size.)*

7. When you're done setting the size, touch or click the **Next** button.
8. When the **Preview** screen prompts you, enter the number of copies to print, and touch or click **Next**.

*(For details about this step, see step 8 of the previous procedure, **To make cutouts of shapes:**)*

9. When you are ready to send your job to the Cutout Maker, touch or click the **Prepare Cut** button, and follow the steps in the procedure **Generating the Cutout** on page 4-20.



TIP: If the combination of character size and cutout shape makes the characters too small to cut correctly, the software will automatically size the text to the minimum size that will cut correctly. (The actual size depends on the font.) If this causes your text to extend beyond the shape's borders, a message will appear telling you which items don't fit and suggesting ways to fix the problem (e.g., enlarging the shape or shortening the text).

Collections

Another option for making cutouts is to generate a coordinated set of graphics — for example, a theme-based bulletin board or an instructional unit involving the assembly of parts.

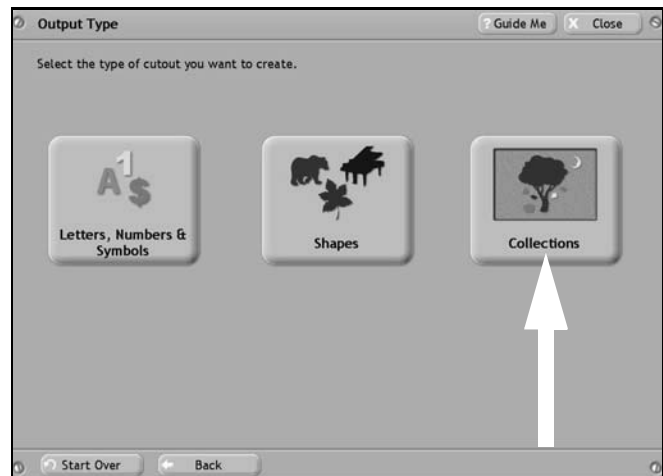
The VariQuest Design Center Software offers collections of such coordinated graphics, which make it easy to generate the cutouts and ensure the various pieces are grouped together for cutting in the correct size and on the correct color of material.

To make cutouts using a collection:

Do this:

1. Touch or click the **Collections** button.
(The **Output Type** screen appears after you've pressed **Next** on the screen where you selected material size and type.)

On this screen:



2. Choose how to locate the collection you want:
 - Touch or click **Search by Keyword** to locate the collection using its ID or name from the *VariQuest™ Content Guide*, or to search by topic.
 - OR-
 - Touch or click **Browse Categories** to browse through the collections in any category.

*For detailed steps on using either method, see **How to Find Files in the Design Center Software** on page 1-14.*



(Continued) To make cutouts using a collection:

Do this:

3. From the list of collections, touch or click the thumbnail of the one you want.
4. When an enlarged preview of the collection appears, select it by touching or clicking the **OK** button on the preview window.

On this screen:



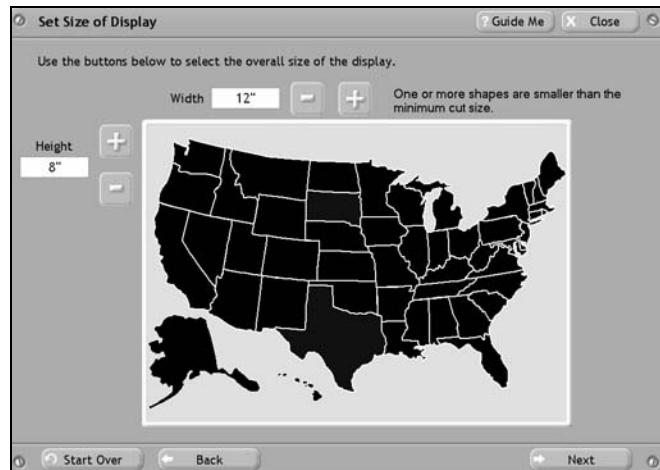
5. The **Set Size of Display** screen appears with a preview of the collection and the default height and width of the display as a whole. To change the size, touch or click the plus (+) or minus (-) buttons for either the width or height. Any changes you make to one dimension will change the other dimension proportionally.



TIP: As you size the collection, you may get either of two messages:

- **One or more shapes are smaller than the minimum cut size.** In this case, it would be a good idea to increase the size in order to get all pieces of the collection cut out.
- **One or more shapes are too large for a single sheet and will be tiled.** This message lets you know that at least one piece of the collection will be cut into two or more parts.

When you get either message, consider adjusting the size.



6. When you are done adjusting output size, touch or click the **Next** button.

(Continued) To make cutouts using a collection:***Do this:***

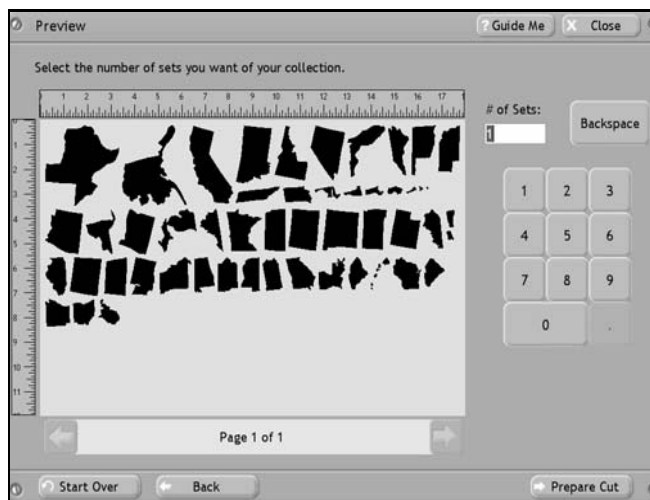
7. Indicate how many of copies of the entire collection you want by touching or clicking the numbers on the numeric keypad.

When you set the quantity, the screen will update the layout in the preview box, as well as the number of pages, shown below the box. Use the left and right arrow buttons to scroll to view the other pages.



TIP: The quantity you choose specifies the number of **sets of all pieces** in the collection that will be cut out. A quantity of “1” generates one cutout of each shape in that collection, no matter how many shapes make up the collection.

8. When you are ready to send your job to the Cutout Maker, touch or click the **Prepare Cut** button, and follow the steps in the procedure **Generating the Cutout** on page 4-20.

On this screen:

Generating the Cutout

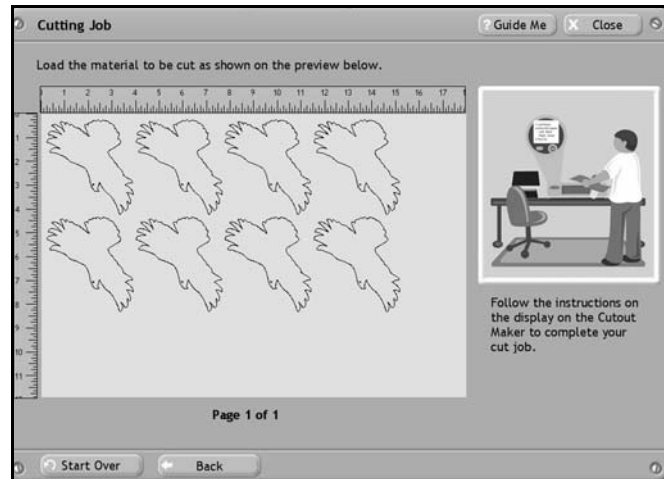
When you're satisfied with way your cutout project appears, your final step is to send the project to the VariQuest™ Cutout Maker 1800 to be cut. The procedure for all three types of cutouts is similar.

To output cutouts:

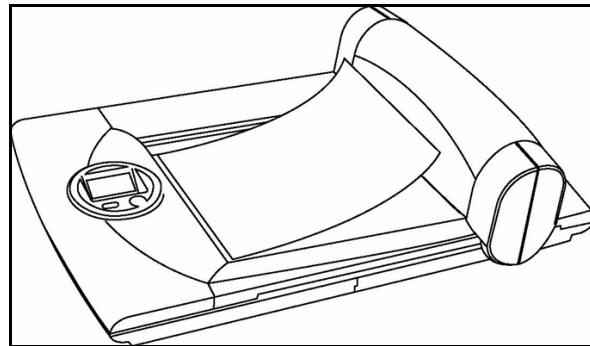
Do this:

1. After initiating a cut job with the **Prepare Cut** button on any cutout **Preview** screen, the **Cutting Job** screen will appear with a message to go to the Cutout Maker and follow the instructions displayed on its LCD display.

On this screen:



2. As the Cutout Maker instructs, load the material for the first page of the job.
 - The Cutout Maker will prompt you to load the material type you initially chose for the project.
 - If you are cutting a collection that uses multiple colors, the Cutout Maker will also prompt you to load the correct material color.
 - Always place the sheet so its upper-left-hand corner fits snugly into the top left-hand corner of the cutting bed, as the illustration shows.
 - If you are cutting two smaller pages side by side, make sure you place the first sheet so its upper-left corner fits snugly into the top-left corner of the cutting bed. Then place the second sheet right next to the first one, ensuring there is **no gap** between the sheets.
3. With the sheet loaded, press the **GO** button on the Cutout Maker.

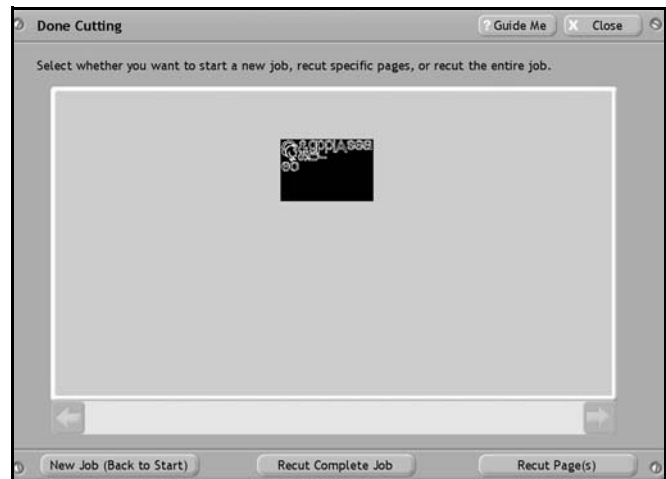


(Continued) To output cutouts:***Do this:***

4. When the LCD display prompts, smooth the sheet on the cutting bed to ensure any wrinkles or curls are flattened out.
5. After smoothing the sheet, press the **GO** button on the Cutout Maker again.
6. When the first page is done, remove the material from the cutting bed.
7. If your cut job is more than one page, repeat steps 2-6 for each page.
8. When the entire job is cut, review the results, and, if you wish, touch or click one of the optional buttons along the bottom of the screen:
 - **New Job (Back to Start):** If you're satisfied with the cutouts, this button takes you to the start of the **Cutouts** module.
 - **Recut Complete Job:** If you need to recut the entire job, either because you want an additional copy or because the generated cutout was damaged, this button returns you to the start of the cutting process (step 1 of this procedure).
 - **Recut Page(s):** If you want to recut one or more pages of a multi-page cut job, this button allows you to choose the page(s) and recut them.



TIP: If you want to recut one or more pages, be sure to first touch or click the pages in the preview window to highlight them for recutting.

On this screen:

Cutting Multiple Items in a Single Job

When you have a number of shapes and/or text to cut, you can save both time and material by generating them in the same session and sending them to the Cutout Maker in one batch.

You can add as many shapes, letters, numbers, and symbols as you want to a single cut job. A collection is the only output type that must have its own cut job.

To cut multiple shapes and/or font characters in one job:

Do this:

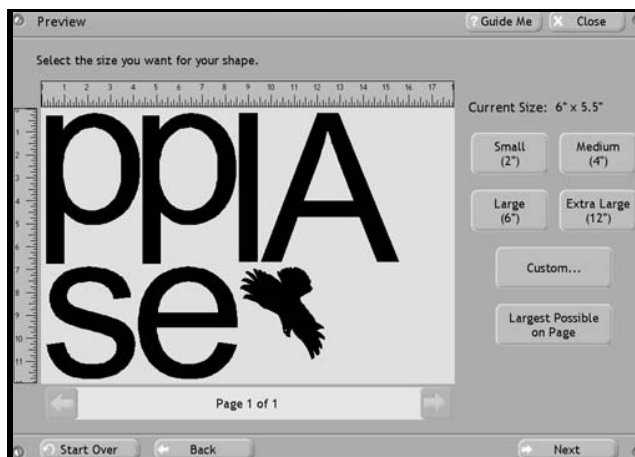
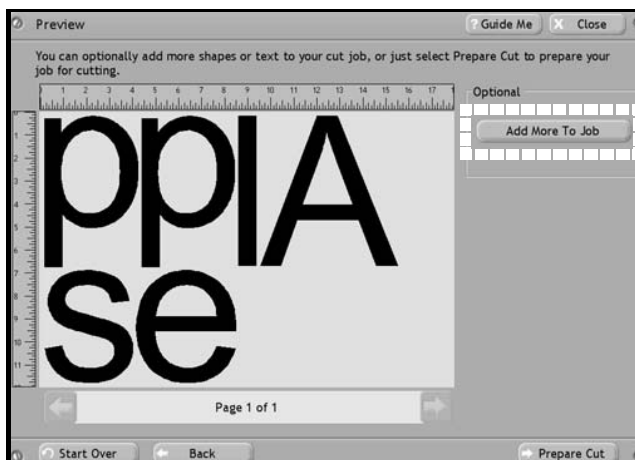
1. After you have selected a shape or generated text and sized it, before sending the job to the cutter, touch or click the **Add More to Job** button.
2. On the **Output Type** screen, touch or click either **Letters, Numbers & Symbols** or **Shapes**. (**Collections** cannot be added.)
3. Follow the procedure to create the text or shape:
 - See **To make cutouts of letters, numbers, and/or symbols:** on page 4-6
 - See **To make cutouts of shapes:** on page 4-11.
4. The new shape or text will be added to the cut job's layout in the preview window. Adjust its size, just as you sized the first item in the cut job.



TIP: You can adjust the size of **only** the most recently added cutout. After selecting the **Add More to Job** button, the size of the cutouts already in the layout cannot be changed.

5. Touch or click the **Next** button.

On this screen:

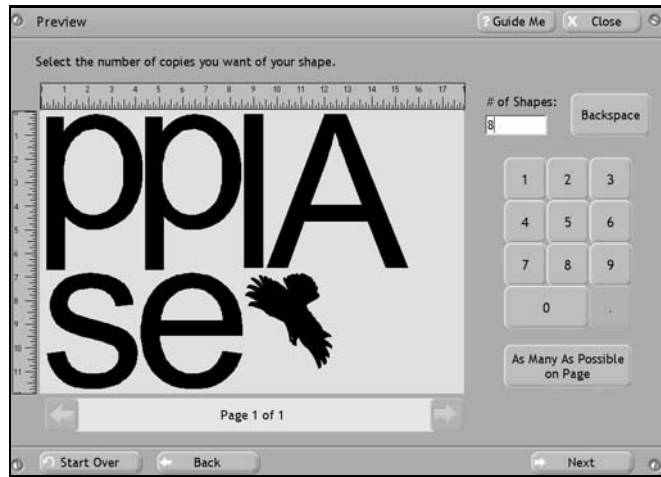


(Continued) To cut multiple shapes and/or font characters in one job:

Do this:

6. Indicate the number of cutouts you want to generate by touching or clicking the numbers on the numeric keypad.
7. Touch or click the **Next** button.

On this screen:



8. On the updated **Preview** screen, you can:
 - Touch or click the **Add More to Job** button if you want to add more cutouts to this cut job. *(You will go through this procedure again.)*
 - OR-**
 - Touch or click the **Prepare Cut** button if you are ready to send the cut job to the Cutout Maker. *(See **To output cutouts:** on page 4-20.)*



Obtaining Additional Cutout Content

Cutout content that is packaged with the VariQuest Design Center Software includes a license for the Patrick VQ font (for **Letters, Numbers & Symbols**), the top 100 most popular shapes, and a U.S. map collection (50 states), all of which you can use to make cutouts right away.

You can learn about the additional content from the *VariQuest™ Content Guide*. In addition, within the **Cutouts** module, you can view thumbnail versions of all shapes available for licensing. All additional fonts, shapes, and collections are available from your local authorized VariQuest™ dealer or Varitronics Customer Relations Department.

When you purchase additional content, you will receive a CD.

- For **Letters, Numbers & Symbols** and for **Collections**, the CD contains the licensed fonts or collections.
- For **Shapes**, the CD contains a specified number of “credits” that can be used to activate cutout shapes of your choice that are already in the Design Center Software library.

Installing Fonts, Collections, and Shape Credits

The installation process for content and “credits” CDs is simple:

1. Insert the CD into the CD-ROM drive of your DC1000 or the PC on which the Design Center Software is installed.
2. A welcome screen will appear. To continue, touch or click the **Next** button.
3. **Fonts and collections only:** The license screen will appear. Read the license and touch or click the option to **Accept**. Then touch or click **Next**.
4. The registration screen will appear, prompting you to call the Registration Center at 1-800-328-0585. The first time you make the call, be prepared to provide your school or organization’s contact information, such as the school name and address, the name and contact information for the individual who decided to purchase the VariQuest™ Visual Learning Tools, and for the individual responsible for managing the suite of learning tools. Every time you install a content CD, you will be asked to read off the alpha-numeric registration key that appears on this screen.
5. When the Registration Center directs you to, enter the four-part activation code in the spaces provided.
6. Touch or click the **Next** button.
7. The content will be installed, and you will receive a message verifying installation.

Once installed, new **fonts** will be added to the list of fonts to select from when you preview your **Letters, Numbers & Symbols** cutouts. New **collections** will be added to the display of collection thumbnails you see when you search or browse for a collection.

For **shapes**, however, because all available designs are already included in the Design Center Software, after you install the credit CD, you can activate shapes whenever you wish until the credits are used up.

Activating Cutout Shapes

You can use your credits to activate shapes using either the **Workroom Assistant** or the **Cutouts** module.

To activate a number of shapes at once, it's easiest to use the **Workroom Assistant**. However, you may want to activate a particular shape while you're in the midst of a project.

To activate cutout shapes in the Workroom Assistant:

Do this:

1. Access the **Workroom Assistant**, and touch or click the **Activate Cutout Shapes** button.

You will be taken to the **Find Shapes** screen, where you can use the **Search by Keyword** or **Browse Categories** function to find the shapes you want to activate.

*For the specific steps in using the search and browse functions to find items, see **How to Find Files in the Design Center Software** on page 1-14.)*

On this screen:

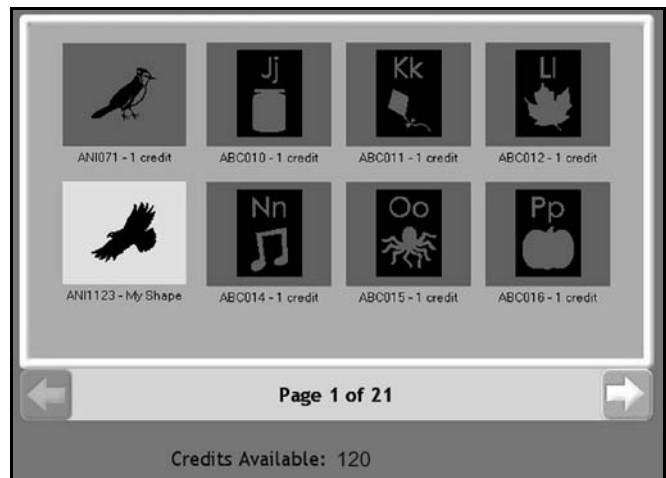


2. The result of your search or browse will be a preview window containing one or more thumbnails, similar to the example shown here.

- Shapes already activated have a lighter tan background; shapes not yet activated appear on a darker green background. Unactivated shapes also list the number of credits required to activate them.

- Beneath the preview window, you'll see the number of credits you have available to use.

To select a shape to preview, touch or click its thumbnail.

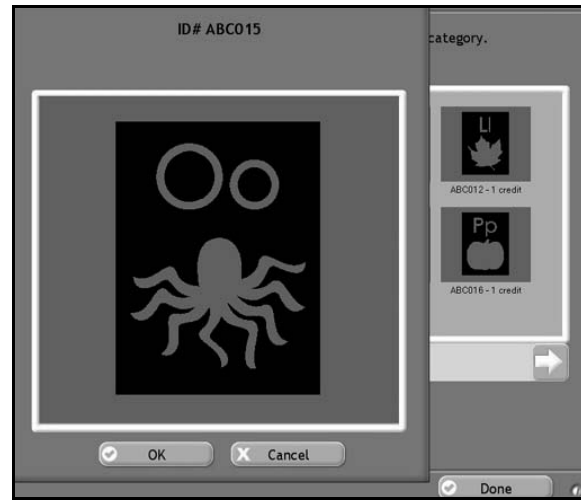


(Continued) To activate cutout shapes in the Workroom Assistant:

Do this:

3. The shape you selected will be enlarged in a pop-up window. If you want to activate it, touch or click the **OK** button.

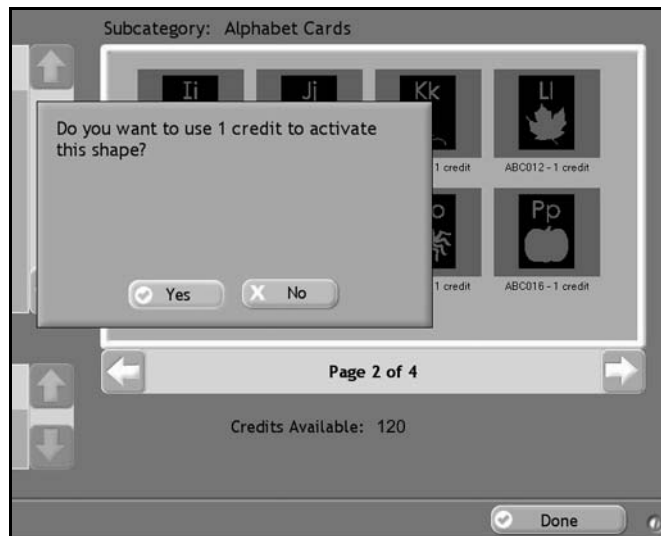
On this screen:



4. Another window will pop up, asking you to confirm your decision. Touch or click **Yes** to activate the shape, or **No** if you don't want to activate it.

Once a shape has been activated:

- Its background will change to tan on the preview screen, and you will be able to use it in any cutout project.
- The number of **Credits Available** will decrease by the amount used for this shape.
- You can continue to select and activate shapes on this screen, or go **Back** to the **Find Shapes** screen and choose another find option to locate shapes to activate.
- If you're done activating shapes, you can touch or click the **Done** button to return to the **Workroom Assistant** main screen.



To activate a shape within the Cutouts module:

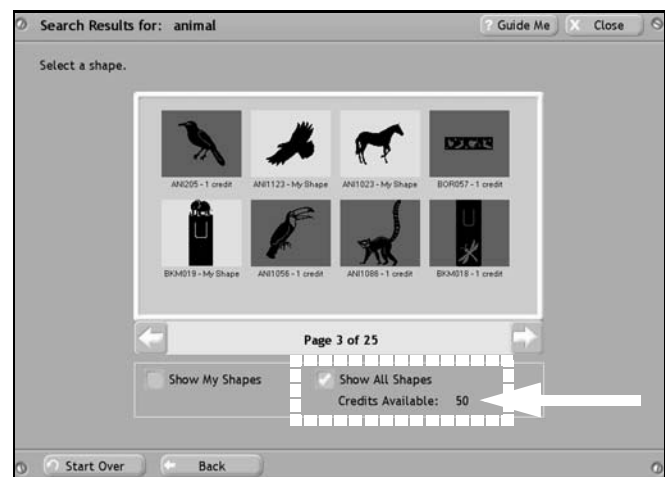
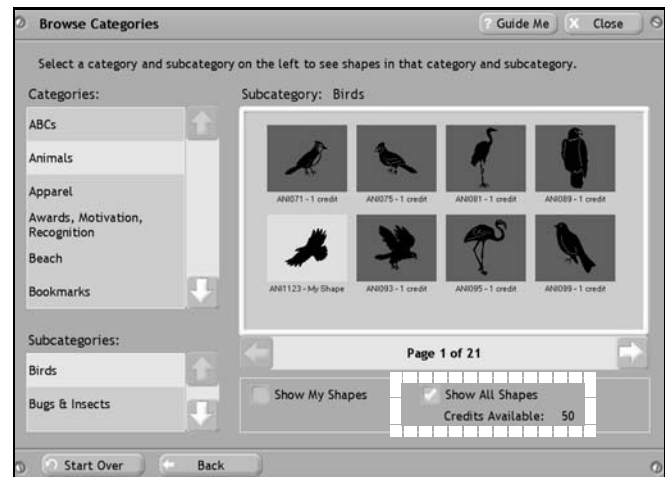
Do this:

1. Shapes are activated within the **Cutouts** module after you choose **Browse Categories** or **Search by Keyword** on the **Find Shapes** screen.
2. On the **Browse Categories** or **Search Results** screen, scroll through the thumbnails of shapes. Unactivated shapes have a darker green background; while activated ones have a lighter tan background.

Make sure the box next to **Show All Shapes** is selected so you can see the unactivated shapes, too.
3. When you find the shape you want to activate, verify that you have sufficient credits.

(The number of credits available is displayed at the bottom of the screen; the credit amount needed to activate a particular shape is listed under its thumbnail.)
4. Touch or click the thumbnail to select the shape. It will appear enlarged in a pop-up window.

On this screen:



5. To activate this shape, touch or click the **OK** button on the enlarged view.
6. When the pop-up box appears asking you to verify that you want to activate the shape touch or click **Yes**.

Once activated, the Design Center Software will take you directly to the **Preview** screen where you can customize your shape before cutting.

Your Feedback Is Important To Us!

We encourage your input on all aspects of the VariQuest™ Visual Learning Tools, including letting us know about additional shapes and fonts you would like to add to your system. For feedback and input, please call our Customer Relations Department at 1-800-328-0585.

Chapter 5: Creating & Editing Awards & Stickers

Chapter Overview

- Overview of the Awards & Stickers Module (page 5-2)
- Finding a Template (page 5-2)
- Customizing an Award or Sticker Template (page 5-5)
- Printing an Award or Sticker (page 5-11)

Overview of the Awards & Stickers Module

The **Awards & Stickers** module lets you easily create a huge variety of awards and stickers for nearly any purpose, using just the templates in the VariQuest Design Center Software and the VariQuest™ Awards Maker 400.

The general process for creating awards and stickers involves the following basic steps, each of which is explained in detail in the remainder of this chapter.

1. Choose the **Awards & Stickers** module from the Design Center Software main menu.
2. Next, use the search or browse function to locate the template you wish to use. (*See **How to Find Files in the Design Center Software** on page 1-14 for details on these functions.*)
3. With a template as your basis, modify it as you wish:
 - Change the font and/or content of editable text.
 - Choose different graphics on templates with replaceable graphics.
 - Add name lists to templates that can be personalized with a different name on each printout.
4. Select the material size and type for output, and print.

Finding a Template

Whether you want to create a new award or sticker, or want to print more of an existing one, your first step after launching the **Awards & Stickers** module is to locate the template you want to use.

The **Awards & Stickers** module offers several ways to find a template file:

- Search for a specific template using the template ID (found in the *VariQuest™ Content Guide*). (*See **Search by Keyword** on page 1-15 of this guide, the *VariQuest Design Center Software User Guide*.*)
- Search for a template by keyword. (*See **Search by Keyword** on page 1-15.*)
- Browse categories and individual templates. (*See **Browse Categories** on page 1-16.*)
- Select a template previously saved. (*See **My Saved Files/My Own Graphics** on page 1-17.*)

To find an award or sticker template:

Do this:

- From the **Main Menu** screen, touch or click the **Awards & Stickers** button.
- Choose how to locate the template you want by touching or clicking one of these buttons:
 - Search by Keyword** to locate the template using its ID or name from the *VariQuest™ Content Guide*, or to search by topic — for example, “sports” or “reading.”
 - OR-**
 - Browse Categories** to browse through all templates by category.
 - OR-**
 - My Saved Stickers** to locate a customized template that’s been previously saved.

On this screen:



For detailed steps on using any of these three find methods, see **How to Find Files in the Design Center Software** on page 1-14

- When your keyword search finishes, or if you’ve chosen one of the other options, the results will appear in a window similar to the one shown on the right, with thumbnail pictures of the results.
To see a larger preview of a template, touch or click its thumbnail.
If the search produces multiple pages of templates, touch or click the left/right arrows to move among the pages.



(Continued) To find an award or sticker template:

Do this:



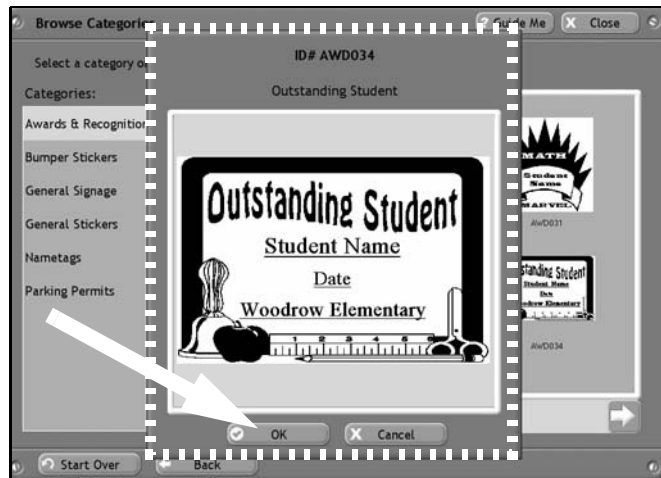
TIP: If the screen displays a blank thumbnail panel with the words **No Results Found**, or if the desired template doesn't appear in the thumbnail panel, touch or click **Back** or **Start Over** and try another keyword.

On this screen:

4. With your chosen template displayed in a zoomed-in preview on a pop-up window, select it by touching or clicking the **OK** button beneath the preview.



TIP: Notice on the example screen that the school name entered during the setup process (Woodrow Elementary) has been automatically added to this template, as it will be to any template with a school name placeholder.



At this point, you can customize the template by:

- Changing the content, font, size, or style of editable text
- Changing or removing replaceable graphics
- Adding a name list if the template uses one

(For details, go to the next section, **Customizing an Award or Sticker Template** on page 5-5.)

-OR-

If you're ready to print the project, touch or click **Next** to go to the **Print Preview** screen. (See **Printing an Award or Sticker** on page 5-11.)

Customizing an Award or Sticker Template

VariQuest Design Center Software templates let you generate awards and stickers with the least amount of work. Often, a template will provide exactly what you need, just as it is. However, the templates are also easy to customize to your individual needs. Once you've found a template (*see **Finding a Template** on page 5-2*), you can usually customize it in any of the following ways:

- Change the content of an editable text item.
- Change the font, size, and style of an editable text item.
- Change or remove an editable graphic.
- Add a name list to create personalized copies (on templates that use name lists).

After selecting your template, it will appear in the **Edit** screen, where you can make any changes permitted by the specific template.



TIP: Not *every* text item or graphic in *all* awards and stickers templates can be changed. In some cases, the text or graphic is so essential to the template design that allowing it to be changed would render the template useless. If you try to change a non-editable item, a message to that effect will appear on your screen. If you think it's essential to change the graphic or text item, it's very likely a different template would be better and easier to use for your project. Try browsing the templates to find a more suitable design.

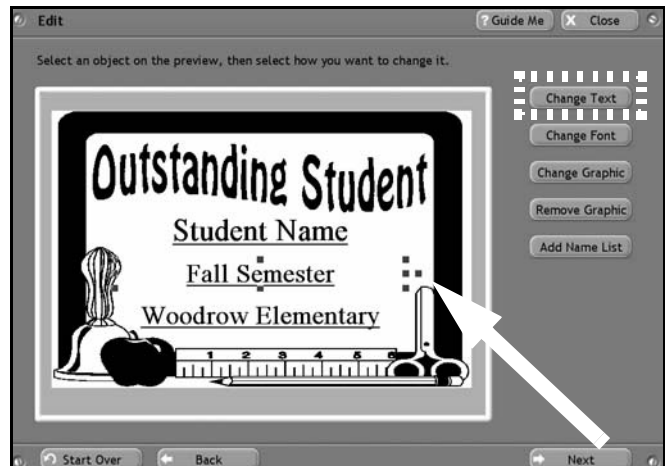
To change the content of a text item on a template:

Do this:

1. With the template displayed on the **Edit** screen, touch or click the text you wish to change. You'll know you've selected it when you see it bordered by squares.
2. Touch or click the **Change Text** button. The Virtual Keyboard will appear with the current text highlighted.
3. Touch or click the keys on your screen to modify the text. (*For help in using the Virtual Keyboard, see **How to Use the Virtual Keyboard** on page 1-11.*)
4. When you've finished entering text, touch or click the **OK** button.

The template will reappear with your text changes.

On this screen:




(Continued) To change the content of a text item on a template:

At this point, you can modify the template further by:

- Changing the content of another editable text item
- Changing the font, size, or style of editable text (*see To change the font, style, or size of a text item on a template:* on page 5-6)
- Changing or removing replaceable graphics (*see To change a graphic on a template:* on page 5-8 or *To remove a graphic from a template:* on page 5-9)
- Adding a name list, if the template uses one, to generated personalized awards or stickers (*see To add a name list to a template:* on page 5-10)

-OR-

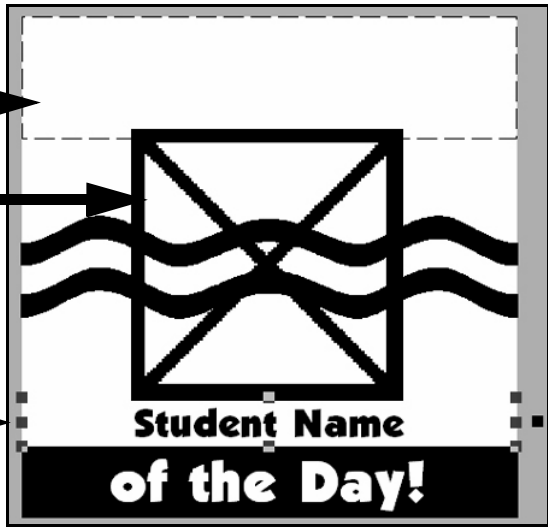
If you're ready to print, touch or click **Next** to go to the **Print Preview** screen. (*See Printing an Award or Sticker* on page 5-11.)

**TIPS:** Remember to always *first select* the text or graphic to change *before* you click the **Change Text** button.

A blank space outlined by a thin dotted line marks a text box in a template. The dotted line will *not* print; it simply marks the space where text can go.

A thick black box with an X inside it marks an area where a graphic can be placed in a template. The X and box will *not* print if you decide not to insert a graphic there. When you remove a graphic, this box remains so you can always re-insert it.

When you select a text box or graphic, square "bullets" appear around it to indicate that it's selected.

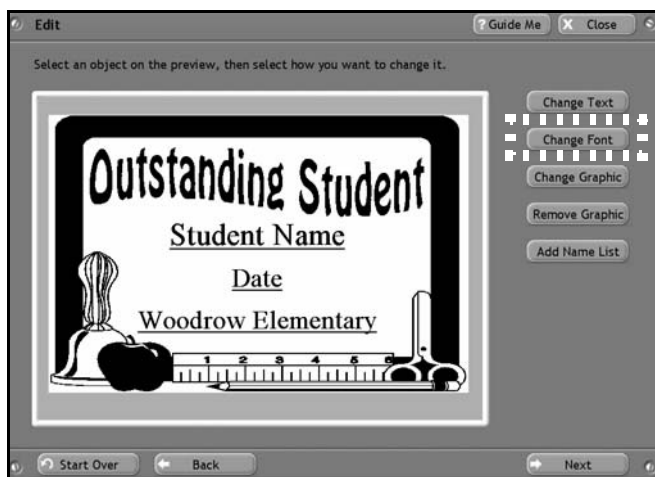


To change the font, style, or size of a text item on a template:

Do this:

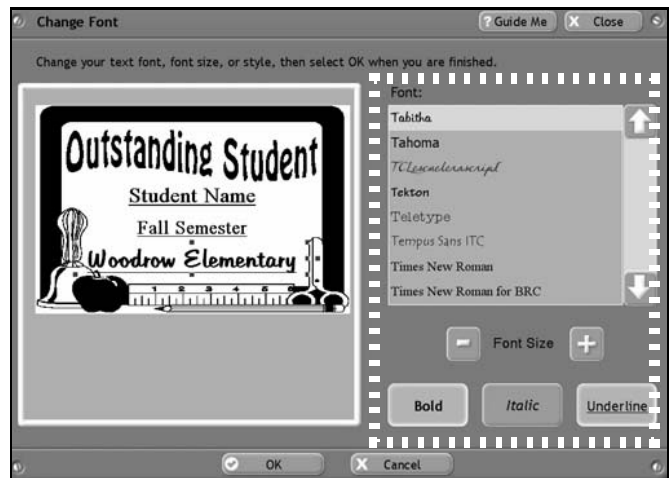
1. On the **Edit** screen, touch or click the text whose font you wish to change.
2. Touch or click the **Change Font** button.

On this screen:



(Continued) To change the font, style, or size of a text item on a template:**Do this:**

3. Make the changes you wish, as follows. (Whenever you make a change, the template preview will be updated immediately.)
 - **To change the text font:** On the **Font** list, touch or click the font you want to use. Font names in the list appear in the actual typeface of their font. Use the up/down arrows to scroll through the entire list of fonts.
 - **To change the text size:** Touch or click the **Font Size** plus (+) or minus (-) buttons to make the text larger or smaller.
 - **To change the text style:** Touch or click the **Bold**, **Italic**, and/or **Underline** buttons to create the style you want. The style is “on” when the button looks pushed in, and “off” when the button looks like it’s “up.” You can apply any or all styles to the text.

On this screen:

TIP: If your template contains more than one modifiable text item, you can select another text item on this screen — without having to go back to an earlier screen — and make any changes to the font of that text as well. Just touch or click the text whose font you wish to modify, and follow the steps of this procedure.

4. When you’ve finished, touch or click the **OK** button at the bottom of the screen.

At this point, you can modify the template further by:

- Changing the font, size, or style of another editable text
- Changing the content of this or another editable text item (*see To change the content of a text item on a template:* on page 5-5)
- Changing or removing replaceable graphics (*see To change a graphic on a template:* on page 5-8, or *To remove a graphic from a template:* on page 5-9)
- Adding a name list, if the template uses one, to generated personalized awards or stickers (*see To add a name list to a template:* on page 5-10)

-OR-

If you’re ready to print, touch or click **Next** to go to the **Print Preview** screen. (*See Printing an Award or Sticker* on page 5-11.)

To change a graphic on a template:

Do this:

1. On the **Edit** screen, touch or click the graphic you wish to change.
2. Touch or click the **Change Graphic** button.
3. When the **Change Graphic** screen appears, touch or click the button identifying the way you wish to find the new graphic:
 - **Search by Keyword and Browse Categories** search the graphics provided with the Design Center Software. When you've located the graphic you want, touch or click the thumbnail.



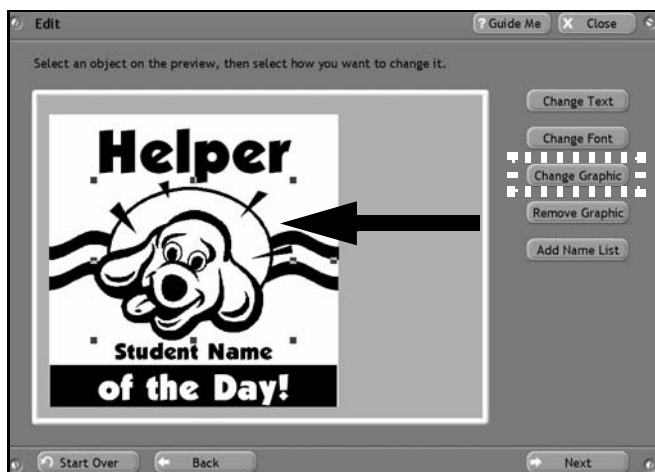
TIP: VariQuest graphics are provided for a variety of designs, and not all graphics will look good on all templates. As a result, you may need to experiment with different graphics to find the ones that work best for your specific template.

- **Find My Own Graphic** lets you search the graphic files elsewhere on the DC1000 or PC. When you find the graphic of your choice, touch or click its icon in the display, and then touch or click the **OK** button to use it and return to the **Edit** screen. Graphic files that use any of these supported formats will be displayed:
 - Bitmap (*.bmp)
 - TIFF (*.tif)
 - JPEG (*.jpg)
 - Portable Network Graphic (*.png)



TIP: The most suitable graphics are those created at a high resolution for printing purposes (such as those used for a yearbook or letterhead). Images created for a website usually don't work well because of their lower resolution. Black-and-white or grayscale graphics yield the best results, although grayscale graphics with many gradations can produce less-desirable results.

On this screen:



For detailed information on how to use these search functions, see **How to Find Files in the Design Center Software** on page 1-14.

At this point, you can modify the template further by:

- Changing the content, font, size, or style of editable text items (see **To change the content of a text item on a template:** on page 5-5 or **To change the font, style, or size of a text item on a template:** on page 5-6)
- Removing a graphic (see **To remove a graphic from a template:** on page 5-9)
- Adding a name list to generated personalized awards or stickers (see **To add a name list to a template:** on page 5-10)

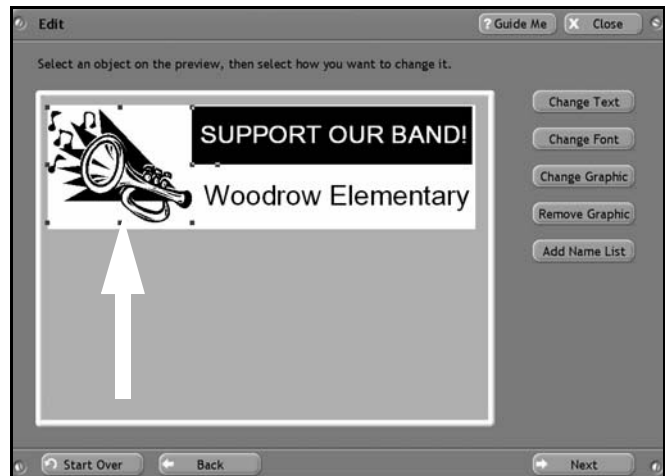
-OR-

If you're ready to print, touch or click **Next** to go to the **Print Preview** screen. (See **Printing an Award or Sticker** on page 5-11.)

To remove a graphic from a template:**Do this:**

1. On the **Edit** screen, touch or click the graphic you wish to remove.
2. Touch or click the **Remove Graphic** button.

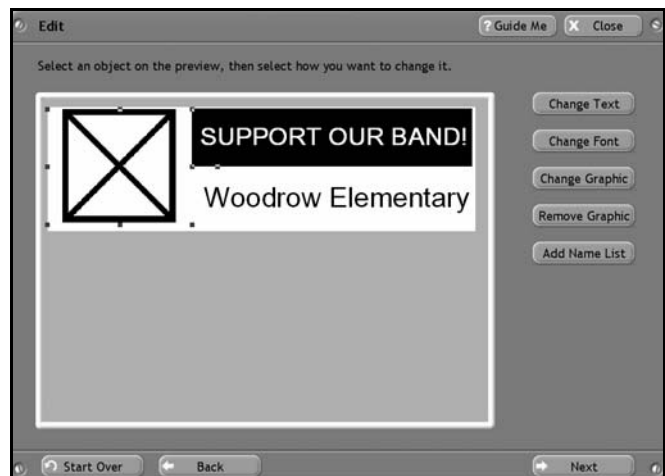
TIP: The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the Design Center Software graphics to find and restore the graphic.

On this screen:

3. The graphic is replaced by a box with an X. This box will *not* print out, but will remain with your customized version of the template as a placeholder.

After removing a graphic, if you save the changed template, you can always add a graphic back in — either the original or a different one.

To add the graphic back, touch or click the placeholder, then follow the steps of the procedure **To change a graphic on a template:** on page 5-8.



At this point, you can modify the template further by:

- Changing the content, font, size, or style of editable text items (*see* **To change the content of a text item on a template:** on page 5-5 *or* **To change the font, style, or size of a text item on a template:** on page 5-6)
- Replacing a graphic (*see* **To change a graphic on a template:** on page 5-8)
- Adding a name list to generated personalized awards or stickers (*see* **To add a name list to a template:** on page 5-10)

-OR-

If you're ready to print, touch or click the **Next** button to go to the **Print Preview** screen. (*See* **Printing an Award or Sticker** on page 5-11.)

To add a name list to a template:

Do this:

1. On the **Edit** screen, touch or click the text (e.g., “Student Name”) where you want the names from your list to appear.
2. Touch or click the **Add Name List** button.



TIP: Remember to always *first select* the text *before* you click the **Add Name Text** button. If the text cannot be replaced by a name list, a message with that information will appear.

3. If you’re adding a name list to this template for the first time, the **Add Name List** screen appears with an empty **Text to Include** box. Touch or click either:

- **Create/Edit List** if you want to create a new name list for this project. The Virtual Keyboard will open, and you can begin to enter the individual items for the name list. *For detailed information on creating, editing, and saving name lists, refer to Creating & Managing Name Lists on page 2-8 of this guide.*
- **My Saved Lists** if you want to use an existing name list for this project .

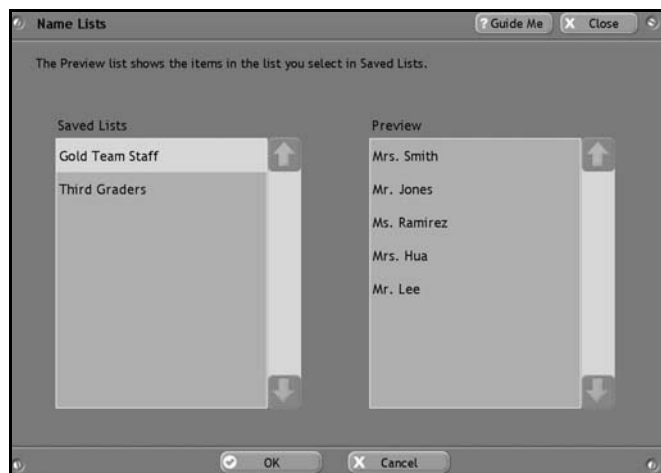
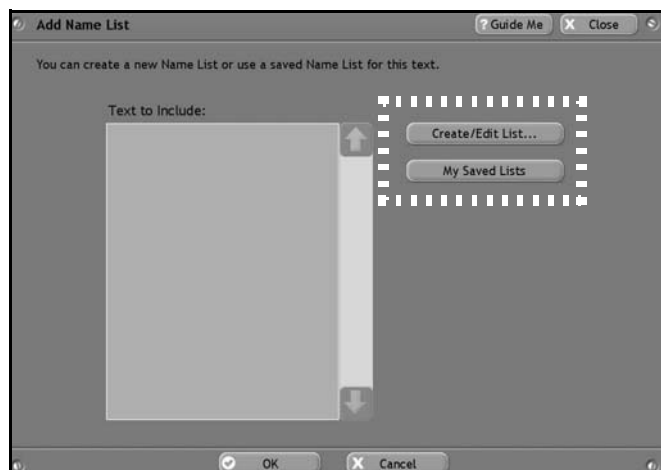
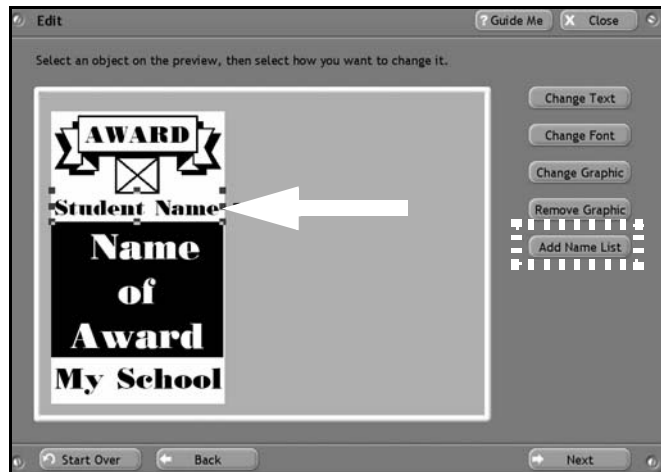
4. If you choose the **My Saved Lists** button, the **Name Lists** screen will appear with all saved name lists displayed. Touch or click the name of the list in the **Saved Lists** box.



TIP: When you select a list, you can scroll through the items on that list in the **Preview** box.

After highlighting the name list you wish to add, click **OK**. If you’ve changed it since it was last saved, you’ll be prompted to save it with the changes.

On this screen:

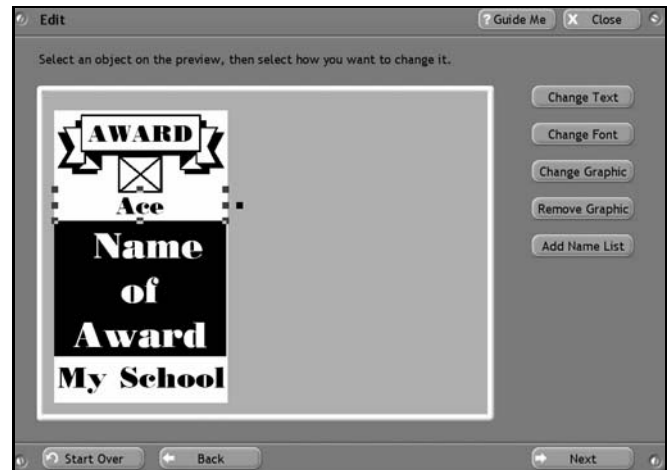


(Continued) To add a name list to a template:**Do this:**

- Once you've added your name list, the **Edit** screen will reappear with the first name on the list displayed in the template.



TIP: You can use only one name list per template. If you already used a name list for the template and want to use a name list for a different text item, change the first text item to standard text by touching or clicking the **Change Text** button and entering the standard text you want to appear. Then add the name list to the new text item.

On this screen:

At this point, you can modify the template further by:

- Changing the font, size, or style of editable text items (*see To change the content of a text item on a template: on page 5-5 or To change the font, style, or size of a text item on a template: on page 5-6*)
- Changing or removing replaceable graphics (*see To change a graphic on a template: on page 5-8, or To remove a graphic from a template: on page 5-9*)

-OR-

If you're ready to print, touch or click **Next** to go to the **Print Preview** screen. (*See Printing an Award or Sticker on page 5-11.*)

Printing an Award or Sticker

When you're ready to print your award or sticker, you have several options, depending on the type of project. Also, if you've customized the template, you will be asked if you want to save the template before you initiate the printing process.

Saving a Template Before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** on the **Edit** screen.



TIP: When should you save a template? Consider these guidelines:

- If you plan to re-use or to output additional copies of the template you've customized, you'll save time by saving it and opening it later via the **My Saved Stickers** option on the **Find** screen.
- If you didn't make any actual changes, or if you don't plan to reuse this customized version in the future, it's not necessary to save it (especially if you don't want to add unnecessary files to the **My Saved Stickers** folder).

To save a customized template:

Do this:

1. After touching or clicking **Next** when you've finished with the **Edit** screen, a pop-up message will ask whether you want to save the template.
 - Touch or click **Yes** if you want to save it under a new name.
 - Touch or click **No** if you don't want to save the template, but do want to proceed to printing.
 - Touch or click **Cancel** if you want to remain on the **Edit** screen (e.g., to consider further customization).
2. The Virtual Keyboard will appear. Enter the name you want to use, then touch or click **OK**.
3. When you get the confirmation message that the template was saved under the name you entered, touch or click **OK** to continue to the output screen.

On this screen:



To print awards or stickers on the Awards Maker 400:

Do this:

1. Make sure the Awards Maker is turned on, and the media type and width you want are installed.
2. When the **Media Type and Width** screen appears, make sure the sticker media type and size loaded in the printer are checked. Touch or click a media type and media width to select them. Then touch or click **Next** to continue.

On this screen:



(Continued) To print awards or stickers on the Awards Maker 400:**Do this:**

- With your project displayed on the **Print Preview** screen, set the number of copies you want printed. The number in the **Copies** box defaults to “1”. Touch or click the up/down arrow keys to change the number.



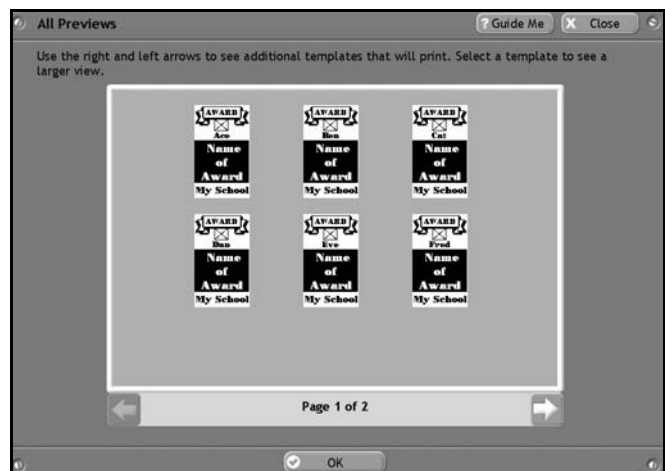
TIP: When using a name list, the number in the **# of Stickers** box defaults to the number of names on your list. As the sample screen shows, 9 appears because that's the number shown in **# of names on list**.

- If you reduce that number, the end of the list will be cut off. For example, if your list consists of 30 names, but you change the **# of Stickers** to 25, the last five names will not be printed.
- If you increase that number, the Awards Maker will start over at the top of the list. For example, if you want to print two copies of each name, using that same 30-name list, you would increase the **# of Stickers** to 60.

If you've added a name list to your project, you can preview all versions of the template by touching or clicking the **Show All Previews** button.

On the **All Previews** screen, you can scroll to see the templates for all names. You can also view an enlargement by touching or clicking a thumbnail.

After viewing all previews, touch or click **OK** to return to the **Print Preview** screen.

On this screen:**Preview Screen for Show All Previews:**

(Continued) To print awards or stickers on the Awards Maker 400:

Do this:

4. If you want to adjust the density of the printing, touch or click the **Adjust Printer Density** button on the **Print Preview** screen.

A pop-up window will appear with a slider. Touch or click the slider and drag it to **Lighter** or **Darker** as you wish.

You can return the density to the level before coming to this screen by touching or clicking **Reset**.

When you're done, touch or click **OK**, or if you want to discard your adjustments, touch or click **Cancel**.



TIP: The default setting for optimum quality has been pre-set for each sticker media type. You will rarely need to adjust it.

5. If you selected the **Specialty - Clear Parking Permit Sticker** media type previously, you will also have the option to choose **Mirror Printing**.

Mirror Printing prints the sticker so it can be read through a window, as you would view a parking permit sticker.

6. When you're ready to output your awards or stickers, touch or click the **Print** button.

A pop-up window tells you of the status of the print job. When the print job is complete, the pop-up window closes, leaving the **Print Preview** screen displayed.

7. If you're finished with the project and the **Awards & Stickers** module, touch or click the **Close** button.

Other options available are:

- **Print** additional copies.
- Go **Back** to make a change to the design.
- **Start Over** to work on a new awards/stickers project.

On this screen:

